



Kent Taylor Civic Hall  
200 NE Second Street  
McMinnville, OR 97128

**City Council Meeting Agenda**  
**Tuesday, January 22, 2019**  
**5:45 p.m. – Budget Committee Meeting**  
**7:00 p.m. – Regular Council Meeting**

*Welcome! All persons addressing the Council will please use the table at the front of the Council Chambers. All testimony is electronically recorded. Public participation is encouraged. If you wish to address Council on any item not on the agenda, you may respond as the Mayor calls for "Invitation to Citizens for Public Comment."*

**5:45 PM – BUDGET COMMITTEE MEETING – COUNCIL CHAMBERS**

1. Call to Order
2. General Fund Forecast
3. Adjournment

**7:00 PM – REGULAR COUNCIL MEETING – COUNCIL CHAMBERS**

1. CALL TO ORDER
2. PLEDGE OF ALLEGIANCE
3. INVITATION TO CITIZENS FOR PUBLIC COMMENT – *The Mayor will announce that any interested audience members are invited to provide comments. Anyone may speak on any topic other than: a matter in litigation, a quasi-judicial land use matter; or a matter scheduled for public hearing at some future date. The Mayor may limit comments to 3 minutes per person for a total of 30 minutes. Please complete a request to speak card prior to the meeting. Speakers may not yield their time to others.*
4. CONSENT AGENDA
  - a. Consider **Resolution No. 2019-07**: A Resolution awarding the purchase of twenty-seven (27) pieces of Landscape Structures Play Equipment from Ross Recreation Equipment by the Parks and Recreation Department.
5. PUBLIC HEARING
  - a. Supplemental Budget Hearing (related to Airport Maintenance Fund).
6. RESOLUTIONS
  - a. Consider **Resolution No. 2019-10**: A Resolution adopting a supplemental budget for fiscal year 2018-2019 and making a budgetary transfer of appropriation authority (related to Airport Maintenance Fund).
  - b. Consider **Resolution No. 2019-08**: A Resolution establishing revised sanitary sewer user fees; and repealing Resolution 2018-12.
  - c. Consider **Resolution No. 2019-09**: A Resolution establishing revised System Development Charges (SDCs) pertaining to parks and recreation, sanitary sewer, and transportation; and repealing Resolution No. 2018-08.

Kent Taylor Civic Hall is accessible to persons with disabilities. A request for an interpreter for the hearing impaired or for other accommodations for persons with disabilities should be made at least 48 hours before the meeting to the City Recorder (503) 435-5702 or [melissa.grace@mcminnvilleoregon.gov](mailto:melissa.grace@mcminnvilleoregon.gov).

7. ORDINANCE

- a. Consider First Reading of **Ordinance No. 5061** with possible Second Reading: An Ordinance amending the Comprehensive Plan Map Designation from Residential to Commercial on existing properties and lots of record, rezoning said property from R-4 PD (Multiple Family Residential Planned Development) to O-R (Office/ Residential), and amending an existing Planned Development Overlay District to remove said property from the Planned Development.

8. ADVICE/ INFORMATION ITEMS

- a. Reports from Councilors on Committee & Board Assignments
- b. Department Head Reports
- c. Cash & Investment Report

9. ADJOURNMENT

## General Fund Forecast – Financial Projections for Fiscal Years 2018-19 through 2022-23

This report is an update of the 2018-19 financial forecast presented to the Budget Committee in May 2018. It includes information that was not known at the time the 2018-19 budget was prepared, specifically, the actual beginning fund balance and the actual increase in assessed values and property taxes. In addition, operating revenues and expenditures have been evaluated at mid-year for any significant variances.

### **General Fund Revenues**

Projected operating revenue for the General Fund is based on recurring annual revenues, exclusive of grants and one-time revenues. Examples of recurring annual revenues are property taxes, franchise fees, state shared revenues, Parks & Recreation charges for services, Municipal Court fines, and interest on investments. Key assumptions used in revenue projections include the following:

- 4% increase in property taxes
- 2% increase in cable and garbage franchise fees
- 2% increase in State liquor revenues
- 4% increase in State marijuana revenues
- Projected revenues in the table below do not include additional revenues that may be identified during the strategic planning process

The table below shows projections from the financial forecast for General Fund operating revenues.

*Numbers in table below are in millions*

Projected Operating Revenues	Actual 2017-18	Estimated 2018-19	Forecast 2019-20	Forecast 2020-21	Forecast 2021-22	Forecast 2022-23
Projected revenues	\$22,323	\$23,599	\$23,774	\$24,490	\$25,233	\$25,997
Amount change	1,939	1,276	175	716	743	764
% change	9.5%	5.7%	0.7%	3.0%	3.0%	3.0%

### **General Fund Expenditures**

Operating expenditure projections are similarly structured, eliminating one-time expense or grant related projects. Expenditures for capital assets and repairs and maintenance projects are estimated to be consistent for all years of the forecast. Significant fluctuations occur from year to year, however, primarily due to higher PERS rates in 2019-20 and 2021-22. Key assumptions used in expenditure projections include the following:

- 2.25% – 2.50% COLA for general service, police, and fire employees
- Significant increases in PERS rates, based on advisory information from the PERS Board
- 6% increase in health insurance
- 2% increase in materials & services
- 5% increase in property, liability, and workers comp insurance
- Estimated General Fund transfer to Ambulance Fund of \$950,000 in 2019-20, increasing to \$1,500,000 in 2022-23

**General Fund Expenditures (continued):**

- Projected expenditures in the table below do not include the impact of Fire or Police union contract negotiations, salary survey adjustments for general service employees, or capital expenditures for deferred maintenance of City buildings

The table below shows projections from the financial forecast for General Fund operating expenditures.

*Numbers in table below are in millions*

Projected Operating Expenditures	Actual 2017-18	Estimated 2018-19	Forecast 2019-20	Forecast 2020-21	Forecast 2021-22	Forecast 2022-23
Projected expenditures	\$22,659	\$26,085	\$26,247	\$26,756	\$28,297	\$29,713
Amount change	2,413	3,426	162	509	1,541	1,416
% change	11.9%	15.1%	0.6%	1.9%	5.8%	5.0%

Projected revenues are likely to be more than actual revenues and projected expenditures are likely to be less than actual expenditures. The forecast is adjusted to take into account those variances.

**General Fund Operating Income (Deficit)**

The financial forecast reflects that projected revenues will increase by a total of 10.2% or approximately 2.5% each year from 2018-19 through 2022-23, while expenditures are projected to increase by a total of 13.9% or approximately 3.5% each year during the same timeframe. The anticipated result is a widening margin between revenues and expenditures and an increasing operating deficit.

The table below shows projections from the financial forecast for the General Fund operating income (deficit).

*Numbers in table below are in millions*

Revenues, Expenditures and Operating Income (Deficit)	Actual 2017-18	Estimated 2018-19	Forecast 2019-20	Forecast 2020-21	Forecast 2021-22	Forecast 2022-23
Projected Revenues	\$22,323	\$23,599	\$23,774	\$24,490	\$25,233	\$25,997
Projected Expenses	(22,659)	(26,085)	(26,247)	(26,756)	(28,297)	(29,713)
Projected Savings	---	\$750	\$1,500	\$1,500	\$1,500	\$1,500
Operating Income (Deficit)	(\$336)	(\$1,737)	(\$973)	(\$766)	(\$1,564)	(\$2,215)

Projected revenues and expenditures tend to be fairly accurate in the first two to three years of the forecast. Past that, there is likely to be more variance between forecasted and actual assumptions and projected and actual revenues and expenditures for future years.

**General Fund Reserve**

The General Fund reserve (i.e., ending fund balance) is an excellent indicator of the City's financial health. The appropriate level of reserve is related to the amount of annual expenditures; therefore, the City uses the ratio of reserve as a percentage of annual expenditures as a benchmark for measuring the adequacy of General Fund reserves.

**General Fund Reserve (continued):**

City Council has adopted a policy which recommends a 25% reserve for the General Fund. The Government Finance Officers Association (GFOA) recommends a minimum reserve of 17% of annual expenditures. This level of reserve provides sufficient cash flow and flexibility when emergencies or economic downturns occur.

The table below shows projections from the financial forecast for the General Fund reserve, expressed as a percentage of annual expenditures.

*Numbers in the table below are in millions*

	Actual 2017-18	Estimate 2018-19	Forecast 2019-20	Forecast 2020-21	Forecast 2021-22	Forecast 2022-23
Reserve as a % of expenditures	30%	20%	16%	12%	6%	(2%)

**Looking to the Future**

Based on current forecasts, the City should be able to moderate the decline in the General Fund reserve and stabilize the reserve level by taking a comprehensive approach to managing expenses and increasing revenues, with the goal of keeping the reserve between 17% and 20%.

The strategic planning process, currently underway, will help guide policies, priorities for projects and services, and allocation of budget dollars in the years ahead. The strategic plan will also include long-range financial planning and will explore options for expanding existing revenue streams or identifying new revenues. City Council goals and objectives included in the strategic plan will be thoughtfully implemented and will be continuously updated as challenges and opportunities arise.

Respectfully submitted,

*Marcia Baragary*



## STAFF REPORT

**DATE:** January 16, 2019  
**TO:** Jeff Towery, City Manager  
**FROM:** Anne Lane, Project Manager  
**VIA:** Susan Muir, Parks and Rec Director  
**SUBJECT:** Purchasing Playground Equipment for the NW Neighborhood Park

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### **Report in Brief:**

This action is the consideration of a resolution to purchase playground equipment for the NW Neighborhood Park.

### **Background:**

On January 8, 2019 the City Council awarded the construction contract for the NW Neighborhood Park. Several items were designated in the bid as owner (City) purchased, contractor installed. The purpose of designating items this way is because the City, in some cases, gets the benefit of 'piggy backing' on pooled purchasing agreements that are negotiated by a centralized public contracting agency to assist government agencies in purchasing processes. The playground equipment being purchased for the NW Neighborhood Park is part of a pooled purchasing agreement which gives the City the best price, and streamlines our processes while ensuring all public purchasing laws are followed. Private developers are unable to access these pooled purchasing agreements, thus the owner purchased/contractor installed method was chosen for some of the park equipment. On October 18, 2018 the City held a neighborhood meeting to discuss the park design and ultimately, used the input received at the neighborhood meeting for the final design in the recent bid.

### **Discussion:**

The City Manager's purchasing authority, by Ordinance, is \$75,000. The attached resolution authorizes the City Manager to enter into a contract for \$111,313.60.

### **Attachments:**

1. Resolution
2. Contract

### **Fiscal Impact:**

Funds for this project are included in the adopted FY19 Park Development Fund (50) budget. This park has been generously supported by many donations and grants including contributions from the Collins Foundation, Kiwanis and Kiwanis International, the Oregon Community Foundation, Sunrise Rotary, the Ford Family Foundation and Oregon State Parks Local Government Grant as well as city funds. This park will be the final construction project from the \$9.1 million park bond from 2000.

### **Recommendation:**

Staff recommends the City Council adopt the attached resolution authorizing the purchase of playground equipment for the NW Neighborhood Park.

## RESOLUTION NO. 2019-07

A Resolution awarding the purchase of twenty-seven (27) pieces of Landscape Structures Play Equipment from Ross Recreation Equipment by the Parks and Recreation Department.

### RECITALS:

Currently, the Parks and Recreation Department is seeking to purchase play equipment for the new construction of a barrier free inclusive park located at Yohn Ranch Drive in Northwest McMinnville using funds authorized by City Council for this purchase.

On January 8<sup>th</sup>, 2019, the City Council approved Resolution 2019-05 awarding a bid for the NW Neighborhood Park, Project No. 2015-11 for the construction of the park.

Following a complete review of viable options it was determined that Ross Recreation Equipment offered the play equipment that met the most requirements developed.

Using the National Association of State Procurement Officers (NASPO) pooled purchasing contract, we are in compliance with state purchasing laws.

Based on the above information, it is staff's recommendation that Ross Recreation Equipment be awarded the contract for twenty-seven (27) pieces of play equipment in the amount of \$111,313.60

NOW, THEREFORE, BE IT RESOLVED BY THE CITY COUNCIL OF THE CITY OF McMINNVILLE, OREGON, as follows:

1. That entry into a purchase agreement between the City of McMinnville and Ross Recreation Equipment, for purchase of: twenty-seven (27) pieces of play equipment \$111,313.60 is hereby approved.
2. The City Manager is hereby authorized and directed to execute a purchase agreement in substantially the form shown in the attachment.
3. That this Resolution shall take effect and be in full force and effect from and after January 22<sup>nd</sup>, 2019.

Adopted by the Common Council of the City of McMinnville at a regular meeting held the 22<sup>nd</sup> day of January, 2019 by the following votes:

Ayes: \_\_\_\_\_

Nays: \_\_\_\_\_

Approved this 22<sup>nd</sup> day of January, 2019.

\_\_\_\_\_  
MAYOR

Approved as to Form:

\_\_\_\_\_  
CITY ATTORNEY



Len Fransen

lenf@rossrec.com



ALL PURCHASE ORDERS, CONTRACTS, AND  
CHECKS TO BE MADE OUT TO:

LANDSCAPE STRUCTURES, INC.  
601 7TH STREET SOUTH  
DELANO, MN 55328 U.S.A.

763-972-3391 800-328-0035  
Fax: 763-972-3185

**Contract #6484****Prepared For:**

Contact Name	Susan Muir	Phone	(503) 434-7310
Bill To Name	City of McMinnville Parks/Public Works	Ship To Name	City of McMinnville Parks/Public Works
Bill To	230 NE 2nd Street McMinnville, Oregon 97128 United States	Ship To	ATTN: Susan Muir Delivery Location TBD McMinnville, Oregon 97128 United States
Quote Number	00027975	Quote Date	1/3/2019
Opportunity Name	NW Neighborhood playground	Quote Exp Date	4/12/2019
Quote Name	Landscape Structures Design #1132506-01-01 2019 Version	Est Lead Time	2-4 weeks

Quantity	Product	Product Description	Sales Price	Total Price
1.00	PlayBooster, 5-12	Landscape Structures PlayBooster, ages 5-12. Design #1132506-01-01: 2019 Version  Consisting of: Climbers - (1) 16" Pod Climber (1) 24" Pod Climber (2) 8" Pod Climber (1) The Peak Rock Climber Motion and More - (1) OmniSpin (1) Sway Fun w/12' Ramp Assembly (1) We-Saw (1) ZipKrooz 50' (1) Zip Krooz 50' Assisted Additional Bay Sensory Play - (1) Cozy Dome (1) Rhapsody Goblet Junior Drum (1) Rhapsody Jingle Metallophone (1) Rhapsody Warble Chimes (1) Roller Table Signs (1) Welcome Sign Sports and Fitness - (1) Log Balance Beam Swings - (1) 5" Arch Swing Frame 8' Beam Height (2) 5" Arch Swing Frame Additional Bay 8' Beam Height (2) Belt Seats w/TenderTuff Chains for 8' Beam Height (2) Full Bucket Toddler Seats w/ TenderTuff Chains for 8' Beam Height (2) Molded Bucket Seat w/Harness TenderTuff Chain for 8' Beam Height (1) Oodle Swing	\$111,530.00	\$111,530.00
1.00	Discount-NASPO Ross Portion	Contract # 6484	(\$5,576.50)	(\$5,576.50)
1.00	Discount-NASPO LSI Portion	Contract # 6484	(\$3,345.90)	(\$3,345.90)

Materials Amount \$102,607.60

Tax Amount \$0.00

Len Fransen

lenf@rossrec.com

Labor Total	\$0.00
Freight Amount	\$8,706.00
Total	\$111,313.60

#### Notes to Customer

SIGNATURE BELOW ACCEPTING THIS PROPOSAL WILL CONSTITUTE A PURCHASE ORDER ONLY UPON APPROVAL BY LANDSCAPE STRUCTURES, INC. CUSTOMER RECEIPT OF AN ORDER ACKNOWLEDGEMENT CONSTITUTES SUCH APPROVAL.

Signature \_\_\_\_\_

Name \_\_\_\_\_

Title \_\_\_\_\_

Date \_\_\_\_\_

Thank you for the opportunity to quote your upcoming project. PLEASE NOTE: quote does not include installation, offload, payment and performance bonds, engineering calculations, security, storage, permits, inspection, or safety surfacing unless otherwise noted.

Deposits may be required before order can be placed depending on customer credit terms. Your purchase is subject to the terms and conditions of this quote, approval of this quote agrees to those terms.

If ordering materials after the expiration date, please add 3-6% annually to materials for anticipated price increase. If this is for a BID, it is the responsibility of the General Contractor bidding to adjust their bid to accommodate anticipated pricing. Please also note that sales tax will be based on the current rate at the time of shipping, not order date. Customer will be expected to cover these taxes.



Building Community since 1973

# Contract

Contract Number	2019-16705
Quote Date	1/3/2019
Quote Name	Landscape Structures Design #1132506-01-01 2019 Version
Quote Number	00027975
Total	\$111,313.60
Credit Terms	Net 30 On Materials Shipment

## Ross Customer

City of McMinnville Parks/Public Works

230 NE 2nd Street  
McMinnville, Oregon 97128  
United States

## Terms and Conditions

Ross Recreation coordinates the production and shipment of materials with the installation of those materials, if we are providing installation of your equipment. Site readiness is a critical component of shipping coordination. If site readiness changes after materials are already produced, payment for materials is required prior to installation.

The terms and conditions are expressly incorporated into this contract. Special provisions may be noted on the back.

### PLEASE REVIEW, SIGN IMMEDIATELY

- 1. PRE-DELIVERY INSTRUCTIONS:** Contractor must notify Ross Recreation of any requested delivery changes at least 2 weeks prior to shipment. If the delivery address on the contract is not correct, please contact our office immediately as once your order leaves the factory, a reconsignment fee may be added. If Ross Recreation is not installing your equipment you are responsible for offloading and having any equipment required for offloading the shipment; the truck drivers are not obligated to offload your shipment.
- 2. DELIVERY INSTRUCTIONS:** Make sure the piece count matches the Freight Bill you are signing so that you are receiving a complete and intact shipment. Make sure all pieces you are receiving are actually addressed to you, as trucks carry multiple shipments. Any shortages or visible damage must be noted on both copies of the Freight Bill, and both copies signed. Jointly inspect each piece for signs of damage (i.e. torn packaging, punctures, etc.) with the driver. Notations on the Freight Bill should be as detailed as possible to avoid controversy at a later date if a claim is necessary. If you have a camera, taking photos of any damaged packaging is recommended to expedite resolution.
- 3. POST-DELIVERY INSTRUCTIONS:** After receipt of order, inventory your shipment. All shortages must be reported within 30 days of receiving order. When inspecting the equipment, please minimize the amount of tearing of the packaging and DO NOT dispose of packaging. If concealed damage is found, a Carrier inspection must take place within 15 days from the time of delivery to protect your rights as the Consignee. If an inspection is necessary, please contact Ross Recreation as soon as possible. Store your equipment in a safe and secure location before installation. Returns are subject to a restocking fee. Credit on returns is contingent upon credit issued from the factory; materials must be packaged well and received at the factory in new and resalable condition.
- 4. DELAY:** Ross Recreation shall be excused for any delay in completion of the contract caused by acts of God, acts of the Owner or Contractor or the Owner's or Contractor's agent, employee or independent contractor, stormy weather, labor trouble, acts of public utilities, public bodies or inspectors, extra work, failure of the Owner or Contractor to make progress payments promptly, or other contingencies unforeseeable by or beyond the reasonable control of Ross Recreation.
- 5. CONTRACT, PLANS AND SPECIFICATIONS:** The contract, plans and specifications are intended to supplement each other. In case of conflict, however, the specifications shall control the plans, and the provisions of this contract shall control both. The Project will be constructed according to the plans and specifications and any addenda, which have been signed by the parties hereto.
- 6. CHANGE ORDERS:** Should the Contractor, owner, construction lender, or any public body or Inspector direct any modification or addition to

the work covered by this contract, the contract price shall be adjusted accordingly. Modifications or additions to the work shall be executed only when a Contract Change Order has been signed by both the Contractor or Owner and Ross Recreation. The change in the Contract Price caused by such Contract Change Order shall be as agreed in writing, or if the parties are not in agreement as to the change in Contract Price, then Ross Recreation's actual cost for all labor, equipment, subcontracts and materials, plus Ross Recreation's fee of twenty percent (20%) shall be the change in Contract Price. Ross Recreation shall promptly notify the Contractor or Owner of (1) subsurface or latent physical conditions at the site differing materially from those indicated in this contract, or (b) unknown physical conditions differing materially from those originally encountered and generally recognized as inherent in the work of the character provided for in this contract. Any expenses incurred due to such conditions shall be paid for by Contractor or Owner as added work.

7. **ARBITRATION:** Any controversy arising out of this contract, construction of the project referred to in this contract or regarding the interpretation of this contract, or any subcontract or sub-subcontract is subject to arbitration. Arbitration shall be had in accordance with the applicable rules of the American Arbitration Association which are in effect at the time the Demand for Arbitration is filed.
8. **ATTORNEY FEES:** In the event the parties hereto become involved in litigation arising out of this contract, or the performance or breach thereof, the court or arbitrator, in such litigation, or in separate suit, shall award reasonable costs, expenses and attorney's fees to the prevailing party. The court or arbitrator shall not be bound by any court fee schedule, and shall award the full amount of costs, expenses and attorney's fees incurred in good faith.
9. **CLEAN-UP:** If Ross Recreation is installing your equipment, upon completion of work, Ross Recreation will remove debris and surplus material created by its operation on Owner's property and leave it in a neat and broom clean condition.
10. **ASSIGNMENT:** Neither party may assign this contract without written consent of the other party.
11. **HAZARDOUS MATERIALS:** Unless specifically called out in the contract, this contract does not contemplate the removal or disturbance of asbestos or other hazardous material. The Contractor or Owner warrants that no such material is present. In the event that such material is encountered, Ross Recreation shall stop work immediately and a Change Order will be negotiated to cover this situation.
12. **SPECIAL PROVISIONS** (insert any special provisions here)

Accepted By:

Signature assumes acceptance of stated payment terms. 2% per month late fees will be charged on delinquent payments.

SIGNATURE: \_\_\_\_\_

PRINT NAME: \_\_\_\_\_

DATE: \_\_\_\_\_



**CITY OF McMINNVILLE**  
**FINANCE DEPARTMENT**  
**230 NE Second Street**  
McMinnville, Oregon 97128  
[www.mcminnvilleoregon.gov](http://www.mcminnvilleoregon.gov)

## **STAFF REPORT**

**DATE:** January 22, 2019  
**TO:** Jeff Towery, City Manager  
**FROM:** Marcia Baragary, Finance Director  
**SUBJECT:** Resolution No. 2019-10, a Resolution adopting a supplemental budget for fiscal year 2018-2019 and making a budgetary transfer of appropriation authority

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### **Discussion:**

This resolution proposes a supplemental budget for the Airport Maintenance Fund. A supplemental budget is necessary due to unanticipated repairs of the AV Gas Tank and Fuel System (fuel tank) at the Airport. In June 2018, the fuel tank was inspected and found to be in poor condition and unserviceable. From July through October, a “truck to truck” fuel transfer was implemented to continue to provide fuel while other options were explored. In October 2018, an unforeseen breakdown rendered the temporary “truck to truck” transfer inoperable and no longer an option. It was determined that a major repair/refurbishment of the fuel tank was the most timely and cost effective solution. The estimated cost of the project is approximately \$117,000.

This supplemental budget transfers \$120,000 of contingency appropriation to capital outlay, increasing capital outlay appropriations from \$137,400 to \$257,400 which will accommodate the cost of the project.

Oregon Local Budget Law allows a local government to prepare a supplemental budget when an occurrence or condition that was not known at the time the budget was prepared requires a change in financial planning (ORS 294.471). Because this supplemental budget transfers from contingency an amount which exceeds 15 percent of total appropriations in the Airport Maintenance Fund, the Council is required to hold a public hearing and take public comment prior to adopting the supplemental budget.

A public hearing will be held at the January 22, 2019 City Council meeting. Appropriate notice of the public hearing has been published.

### **Attachments:**

Resolution No. 2019-10, a Resolution adopting a supplemental budget for fiscal year 2018-19 and making supplemental appropriations

**Action:** A motion is needed to adopt Resolution No. 2019-10.

## RESOLUTION NO. 2019-10

A Resolution adopting a supplemental budget for fiscal year 2018-2019 and making a budgetary transfer of appropriation authority

### RECITAL:

This resolution proposes a supplemental budget for the Airport Maintenance Fund. A supplemental budget is necessary due to unanticipated repairs of the AV Gas Tank and Fuel System (fuel tank) at the Airport. In June 2018, the fuel tank was inspected and found to be in poor condition and unserviceable. From July through October, a “truck to truck” fuel transfer was implemented to continue to provide fuel while other options were explored. In October 2018, an unforeseen breakdown rendered the temporary “truck to truck” transfer inoperable and no longer an option. It was determined that a major repair/refurbishment of the fuel tank was the most timely and cost effective solution. The estimated cost of the project is approximately \$117,000.

This supplemental budget transfers \$120,000 of contingency appropriation to capital outlay, increasing capital outlay appropriations from \$137,400 to \$257,400 which will accommodate the cost of the project.

Oregon Local Budget Law allows a local government to prepare a supplemental budget when an occurrence or condition that was not known at the time the budget was prepared requires a change in financial planning (ORS 294.471). Because this supplemental budget transfers from contingency an amount which exceeds 15 percent of total appropriations in the Airport Maintenance Fund, the Council is required to hold a public hearing and take public comment prior to adopting the supplemental budget.

A public hearing will be held at the January 22, 2019 City Council meeting. Appropriate notice of the public hearing has been published.

NOW, THEREFORE, BE IT RESOLVED BY THE COMMON COUNCIL OF THE CITY OF McMinnville, OREGON, as follows:

1. **Adopt the following Supplemental Budget:** The Common Council of the City of McMinnville adopts the following Supplemental Budget for 2018-2019 in the Airport Maintenance Fund.
2. **Make a Budgetary Transfer of Appropriation Authority:** The Supplemental Budget transfers appropriations from contingency and increases Materials & Services appropriations. The transferred appropriations for fiscal year 2018-2019 are hereby appropriated as follows:

**Airport Maintenance Fund** capital outlay appropriations are increased due to unanticipated costs for repairing the Airport fuel tank in fiscal year 2018-2019.

<u><b>Airport Maintenance Fund:</b></u>	<u><b>Amended B udget</b></u>	<u><b>Budget Adj ustment</b></u>	<u><b>Amended Budget</b></u>
<b>Requirements:</b>			
Materials & Services	\$ 474,433		\$ 474,433
Capital Outlay	137,400	120,000	257,400
Transfers to Other Funds	125,619		125,619
Contingencies	120,000	(120,000)	0
Ending Fund Balance	<u>480,464</u>	<u>-</u>	<u>480,464</u>
Total Requirements	<u><b>\$1,337,916</b></u>	<u><b>-</b></u>	<u><b>\$1,337,916</b></u>

Adopted by the Common Council of the City of McMinnville at a regular meeting held the 22nd day of January 2019 by the following votes:

Ayes: \_\_\_\_\_

Nayes: \_\_\_\_\_

Approved this 22nd day of January 2019.

\_\_\_\_\_  
MAYOR

Approved as to form:

\_\_\_\_\_  
CITY ATTORNEY



**City of McMinnville**  
**Community Development Department**  
231 NE Fifth Street  
McMinnville, OR 97128  
(503) 434-7312

[www.mcminnvilleoregon.gov](http://www.mcminnvilleoregon.gov)

## STAFF REPORT

**DATE:** January 11, 2019  
**TO:** Jeff Towery, City Manager  
**FROM:** Mike Bisset, Community Development Director  
**SUBJECT:** 2019 Sanitary Sewer User Fees Resolution

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### **Report in Brief:**

This action is the consideration of a resolution establishing revised sewer user fees; and repealing Resolution 2018-12.

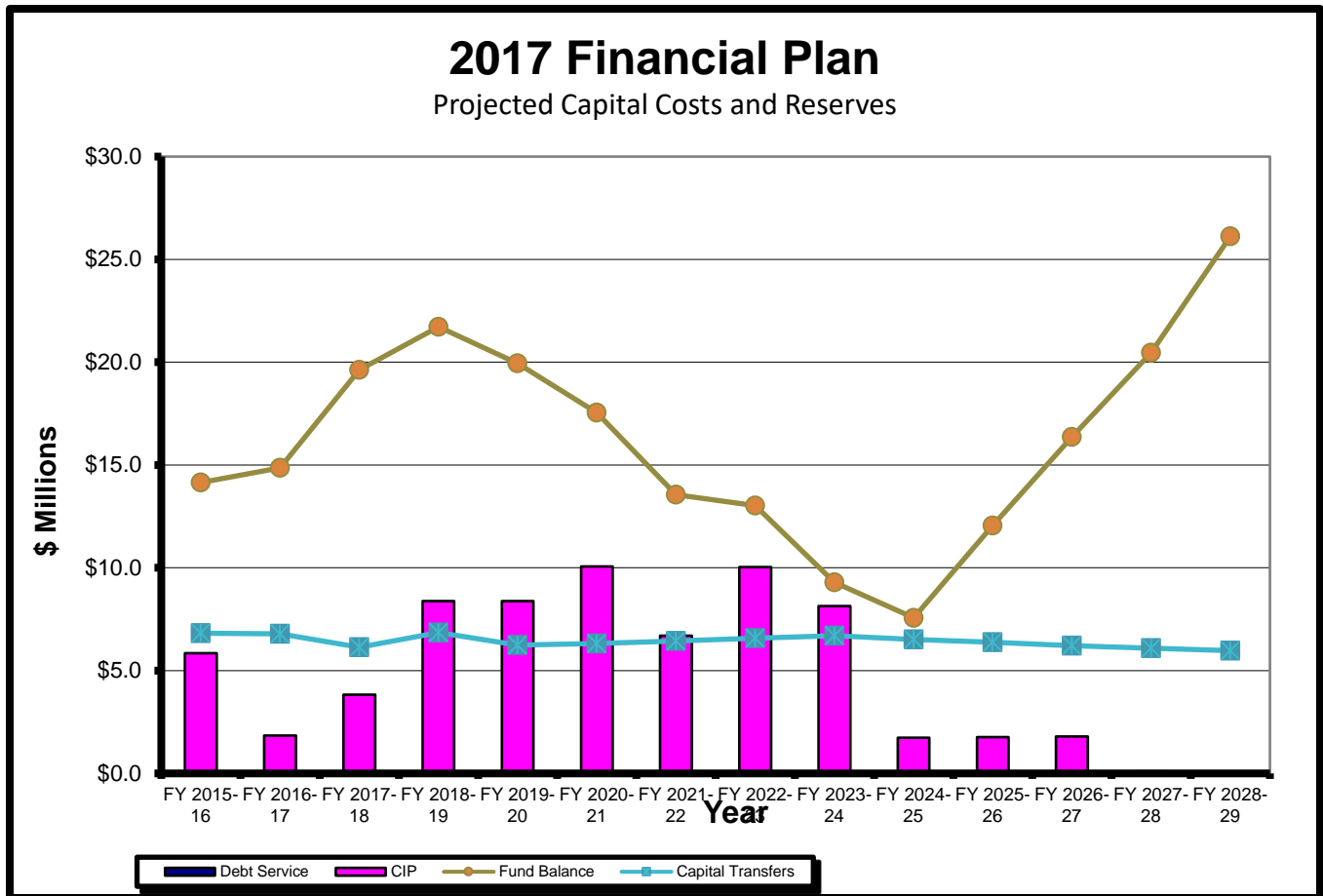
### **Background & Discussion:**

In 2015, the City of McMinnville completed a sanitary sewer rate analysis and equity review (see Attachment 2). The findings of that work indicated that revenues from user fees need to increase 2.8 percent per fiscal year through the planning period (through FY26) to cover the costs of planned capital improvements and operating costs. Actual rate increases will vary between customer classes, based on individual water consumption patterns or waste load on the City's wastewater system.

In order to mitigate the short-term impacts on ratepayers, the implementation of the rate equity portion of the study occurred over a four-year period (FY16 – FY19) and gradually shifted a larger portion of the costs to the fixed charge, reflecting the increase in costs associated with wet weather flow treatment.

At their December 12, 2017 meeting, the City Council reviewed and approved the updated wastewater financial plan, which concluded that planned 2.8 percent rate increases through the planning period remain necessary to cover the costs of planned capital improvements and operating costs. The following chart from the updated financial plan indicates expected capital spending and fund reserves through the planning period:





The effective date of this Resolution shall be July 1, 2019, at which time Resolution 2018-12 shall be repealed. Future rates will be adjusted by City Council action, and the City will continue to complete biennial reviews of the actual revenues and expenses to verify that needs are being met. The next biennial review is planned for late 2019.

**Attachments:**

1. Resolution
2. 2015 Sewer Equity Review Report

**Recommendation:**

Staff recommends that the City Council adopt the attached resolution establishing revised sewer user fees; and repealing Resolution 2018-12.

## RESOLUTION NO. 2019- 08

A Resolution establishing revised sanitary sewer user fees; and repealing Resolution 2018-12.

### RECITALS:

The enactment of the fee schedule as herein set forth is required to comply with the standards issued by the Oregon State Department of Environmental Quality.

In 2015, the City of McMinnville completed a sanitary sewer rate analysis and equity review. The findings of that work indicated that revenues from user fees need to increase 2.8 percent per fiscal year through the planning period (through FY26) to cover the costs of planned capital improvements and operating costs. Actual rate increases will vary between customer classes, based on individual water consumption patterns or waste load on the City's wastewater system.

In order to mitigate the short-term impacts on ratepayers, the implementation of the rate equity portion of the study occurred over a four-year period (FY16 – FY19) and gradually shifted a larger portion of the costs to the fixed charge, reflecting the increase in costs associated with wet weather flow treatment.

At their December 12, 2017 meeting, the City Council reviewed and approved the updated wastewater financial plan, which concluded that planned 2.8 percent rate increases through the planning period (through FY26) remain necessary to cover the costs of planned capital improvements and operating costs.

The current sanitary sewer user fees were set by Council Resolution 2018-12 (sewer user fee rates were increased 2.8 percent on July 1, 2018), which is repealed by this resolution. Future rates will be adjusted by City Council action, and the City will continue to complete biennial reviews of the actual revenues and expenses to verify that needs are being met.

NOW THEREFORE, BE IT RESOLVED BY THE COMMON COUNCIL OF THE CITY OF McMINNVILLE, OREGON as follows:

### **SANITARY SEWER FEE SCHEDULE**

#### **Sewer User Fees.**

A. Customer Service Charge. Water meters serving individual single-family living units, multiple single-family living units, and individual commercial or industrial customers shall be charged the Customer Service Charge for each unit that has access to water. Multi-family, duplex, and manufactured home parks comprised of individual single-family units or mixed use structures (such as residential and commercial) shall be charged on the basis of the total number of single-family living units and/or individual commercial units that receive water service from one meter as permitted by the City. The Customer Service Charge shall be:

1. Residential - \$21.31 per living unit
2. Commercial/Industrial - \$21.31 per account

B. Volume Charge. Residential customers are charged a volume charge based on actual water consumption in the winter months of December, January, February and March billing periods. The remaining eight months, the volume charge is based on the lesser of actual consumption or the average of the winter months' water use.

Commercial and Industrial customers are generally billed a volume charge on actual water use throughout the year. Some commercial customers that do not use water in their commercial enterprise, and that do not have an isolated water service for irrigation uses, can be billed the volume charge based on the lesser of actual consumption or the average of the winter month's water use.

New residential customers without a winter average billing history will be assigned a 500 cubic feet winter average volume. New commercial and industrial customers who are eligible and do not have a winter average billing history will be assigned a winter average volume consistent with the service location's historical winter average volume.

Residential service locations that are vacant during the winter months or have zero water consumption shall be assigned a 500 cubic feet winter average volume.

When a service location experiences a water leak that does not flow into the sanitary sewer system, customers may be eligible for an adjustment based upon the customer's water consumption patterns prior to, and/or after, the leak is repaired.

1. Residential - \$5.78 per hundred cubic feet of water
2. Non-monitored Commercial/Industrial - \$7.15 per hundred cubic feet of water
3. Monitored Commercial/Industrial classifications:
  - Low strength – \$5.94 per hundred cubic feet of water
  - Medium strength – \$7.17 per hundred cubic feet of water
  - High strength – \$9.24 per hundred cubic feet of water
  - Very high strength – \$10.88 per hundred cubic feet of water
  - Super high strength - \$13.74 per hundred cubic feet of water

C. Flat-rate Customers. Residential Customers that are connected to the sanitary sewer system, but are not on a metered water system, shall pay for sanitary sewer service on a fixed monthly rate per living unit or account at the following rate:

1. Residential - \$61.77 per living unit

E. Residential Septic Waste. Residential waste from septic tanks is hauled by commercial service providers and is discharged at the Water Reclamation Facility.

Residential Septic Waste - \$0.13 per gallon.

**EFFECTIVE DATE**

The effective date of this Resolution shall be July 1, 2019, at which time Resolution 2018-12 shall be repealed.

Adopted by the Common Council of the City of McMinnville at a regular meeting held the 22nd day of January 2019 by the following votes:

Ayes: \_\_\_\_\_

Nays: \_\_\_\_\_

Approved this 22nd day of January 2019.

Approved as to form:

\_\_\_\_\_  
MAYOR

\_\_\_\_\_  
CITY ATTORNEY

# City of McMinnville 2015 Sewer Rate Equity Review



Prepared  
October 29, 2015

Prepared by



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# Draft Report

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## Summary

### Background and Purpose

In the fall of 2014, the City of McMinnville (the City) authorized Galardi Rothstein Group to conduct a sewer rate equity review. The purpose of the study was to evaluate the existing rate structure, and develop rates that:

- Provide adequate revenue to meet the projected capital and operation and maintenance (O&M) costs of the system.
- Equitably distribute costs among different types of system users, including above-domestic strength customers.
- Are consistent with industry standard practices and the utility's updated cost structure.

The City's last equity review was completed in 2011 as part of a comprehensive wastewater system rate study which included development of a multi-year financial plan and projected rates by customer class. The financial plan was most recently updated in 2013 (and is documented in a Technical Memorandum dated January 21, 2013).

### Equity Update

As part of the current rate equity review, minor modifications have been made to the financial plan to reflect more current data; however, the overall system revenue increases are consistent with the 2013 recommendations, which include annual revenue increases of 2.8 percent per year (slightly above inflation) through the planning period (FY2025-26).

The cost allocation approaches used in this study follow standard industry practice for wastewater utility rate setting. While the allocation methodologies are widely accepted for developing equitable rates, equitable allocations are to some degree a matter of judgment because many costs are associated with facilities or services that serve more than one purpose or more than one group of customers. City staff and consultants conducted a review and analysis of the wastewater system to determine equitable allocations to system functions and service characteristics. The allocation of O&M costs generally considers operations criteria, while capital costs consider facility design. Some modification to the allocation factors are recommended in this study (compared to the prior study) to reflect revised operation and capital costs associated with the City's current secondary treatment expansion project.

### Rate Structure Evaluation

The current rate equity review included a detailed evaluation of alternative rate structures for commercial and industrial customers. There are two primary approaches used in the wastewater industry for establishing rates for commercial and industrial customers, as shown in Table 1.

Table 1: Wastewater Rate Setting Approaches

Approach	Typical Customer Classes
<b>Extra-Strength Surcharge</b>	Residential Commercial/Industrial <ul style="list-style-type: none"> <li>• Base</li> <li>• Extra-Strength</li> </ul>
<b>Class Average Approach</b>	Residential Commercial/Industrial <ul style="list-style-type: none"> <li>• Low Strength</li> <li>• Medium Strength</li> <li>• High Strength</li> <li>• Very High Strength</li> <li>• Super High Strength</li> </ul>

The City's current rate structure is based on an extra-strength approach, as illustrated in Table 2. Under this approach, all customers are charged a fixed monthly charge of \$17.73 per unit, and then assessed a volume charge (per 100 cubic feet of water use) based on their class of service (residential or commercial/industrial). For monitored industrial customers, an additional surcharge is added for each pound of Biochemical Oxygen Demand (BOD) and Total Suspended Solids (TSS) that exceeds domestic strength thresholds<sup>1</sup>.

Table 2: Current Rate Schedule

Rate Component	Current Rates
<b>Fixed Charge</b>	\$17.73
<b>Volume Charge (\$/100 cf)</b>	
Residential	\$5.08
Commercial/Industrial	\$6.30
<b>Extra-Strength Charges (\$/lb in excess of threshold)</b>	
BOD	\$0.73
TSS	\$0.56

While the current approach has worked well in the past as a defensible basis for charging monitored industrial customers for the actual loads they place on the system, a revised rate structure approach is recommended to allow for future expansion of extra-strength rates to other commercial customers. Specifically, the recommendation is to implement a class-average structure for commercial and industrial customers as shown in Table 3.

<sup>1</sup> A finding of this study is that domestic wastewater concentrations have generally increased from 200-250 milligrams per liter (mg/l) to 300-350 mg/l, consistent with other agencies, as customer water use has declined over the last decade.



**Table 3: Proposed Rate Commercial/Industrial Structure**

<b>Classifications</b>	<b>Combined BOD/TSS(mg/l)</b>
Low Strength	0-625
Medium Strength	625-1000
High Strength	1001-1600
Very High Strength	1601-2500
Super High Strength	Over 2500

Under the recommended structure, customers would be placed in classes based on the best available data, including:

- Commercial customers would be classified based on the type of business and industry reference data (supplemented with available local sampling data) on typical BOD and TSS concentrations combined.
- Monitored industrial customers are classified based on annual average wastewater concentrations (from sampling data). The initial classification would reflect 2-3 years average sampling results. Customer assignments would be reviewed annually to determine whether changes were appropriate.

The revised structure offers the following advantages:

- The extra-strength program may be expanded to include other high strength users who are not monitored (e.g., restaurants, bakeries, etc) once the City has data on business types. In the interim, non-monitored customers would be charged an average rate (for example, \$6.48/ccf in FY2015-16), consistent with current practice.
- Monthly charges for monitored customers will have less variability, as the monthly bill will reflect only changes in volumes (not loadings), as well as the class average wastewater concentration (as opposed to individual monthly reports).

### **Recommended Rates**

The recommended rates (shown in Table 4) reflect the 2.8 percent revenue increase identified in the financial plan, as well as the revised equity allocations, and the recommended rate structure. The results of the equity review show that under a 'revenue neutral' scenario (with the 2.8 percent revenue increase applied to both current and revised equity rates), the fixed charges increase slightly, reflecting a slight increase in costs associated with wet weather flow treatment. On the other hand, the volume rates decrease for residential and commercial/industrial customers. The equity review also results in a reduction in the cost attributable to BOD and a slight increase in the cost attributable to TSS. Under the revised rate structure, the costs associated with BOD and TSS loadings are incorporated into the volume rates, as opposed to being recovered through separate charges. The shift in revenue recovery from volume to fixed rates, and among loading parameters reflects changes in the wastewater system cost structure and user characteristics that have occurred subsequent to the 2011 analysis.

**Table 4: Current and Revised Rate Schedule**

Customer Class	Current	FY2015-16 (w/2.8% Increase)	
	FY 2014-15	Current	Revised Equity
<b>Fixed Charge (\$/month)</b>	\$17.73	\$18.23	\$19.08
Residential Flat	\$53.29	\$54.78	\$55.35
Multifamily Additional Units	\$17.73	\$18.23	\$19.08
<b>Volume Charge (\$/ccf)</b>			
Residential	\$5.08	\$5.22	\$5.18
Commercial/Industrial	\$6.30	\$6.48	\$6.41
Low	\$6.30	\$6.48	\$5.32
Medium	\$6.30	\$6.48	\$6.59
High	\$6.30	\$6.48	\$8.27
Very High	\$6.30	\$6.48	\$9.74
Super High	\$6.30	\$6.48	\$12.30
Septic	\$0.11	\$0.11	\$0.12
<b>Extra-Strength Charges (\$/lb)</b>			
BOD	\$0.73	\$0.75	na
TSS	\$0.56	\$0.58	na

## Rate Transitioning

Under the revised equity rates, bills for small and moderate volume customers increase from 3-5 percent per year (including the 2.8 percent revenue increase), compared to current rates; bills for large volume commercial customers would increase 1-2 percent, and industrial customer bills would decrease moderately (due to reduction in BOD-related costs, and implementation of class average rates). To mitigate the short-term impacts on ratepayers, a four-year transition plan is proposed, as shown in Table 5<sup>2</sup>. Based on the transition rates shown in Table 5, monthly bills for residential and commercial customers would increase between 3-4 per in FY2015-16, and 2.5 percent to 3.5 percent in subsequent years (through FY2018-19). While the volume rates for industrial customers increase in FY2015-16, the bills for industrial customers decrease moderately due to elimination of the extra-strength surcharges (since BOD and TSS costs are included in the volume rates.)

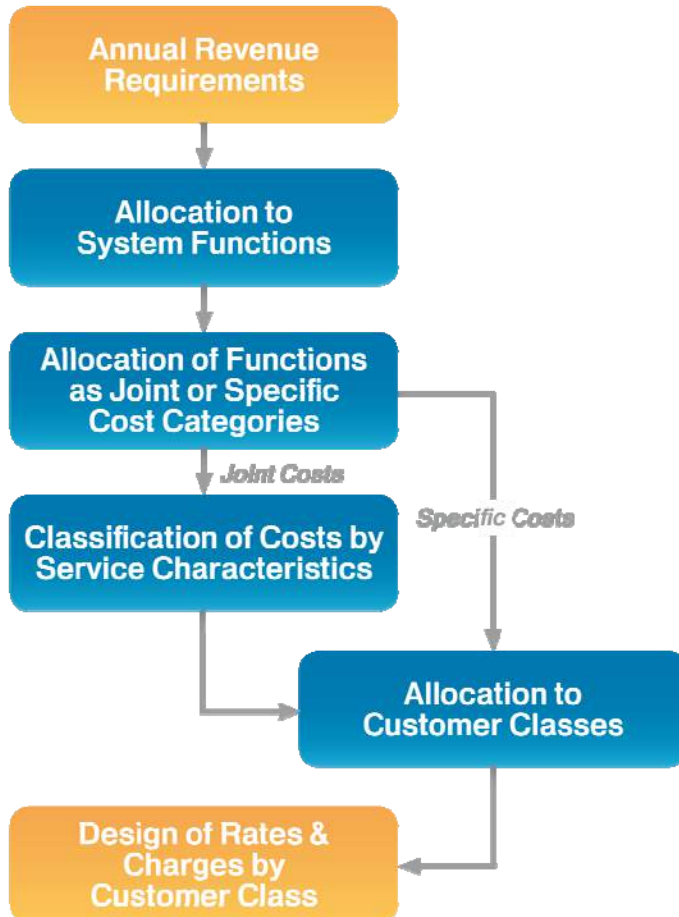
**Table 5: Comparison of Current and Recommended Transition Rates**

	Current	Revised Structure Transition			
		FY 2015-16	FY 2016-17	FY2017-18	FY2018-19
<b>Fixed Rate</b>	\$17.73	\$18.60	\$19.25	\$20.00	\$20.73
<b>Volume Rates (\$/ccf)</b>					
Residential	\$5.08	\$5.22	\$5.36	\$5.49	\$5.62
Commercial/Industrial	\$6.30	\$6.48	\$6.65	\$6.81	\$6.96
Low	\$6.30	\$6.00	\$5.78	\$5.78	\$5.78
Medium	\$6.30	\$6.50	\$6.65	\$6.78	\$6.97
High	\$6.30	\$8.50	\$8.60	\$8.74	\$8.99
Very High	\$6.30	\$10.20	\$10.25	\$10.29	\$10.58
Super High	\$6.30	\$12.00	\$12.50	\$13.01	\$13.37
<b>Extra-Strength Charges</b>					
BOD	\$0.73	na	na	na	na
TSS	\$0.56	na	na	na	na

<sup>2</sup> Refinements to rates during the transition period may occur as new customers are added and existing commercial customers are reclassified.

## Overview of Equity Process

The general process for developing equity rates is illustrated in the diagram below. This process begins with the development of utility revenue requirements (i.e., the annual costs to be recovered from rates as identified in the financial plan), and is followed by a four-step



cost allocation process: 1) allocation of costs to utility functions (e.g., wastewater treatment, collection, customer billing, etc.), 2) joint and specific cost allocation (direct assignment of industrial pretreatment program costs), 3) classification of costs by service characteristics (e.g., wastewater flow, strength, billing), and 4) customer class allocation (primary customer classes include residential, commercial, and industrial). The final step in the rate development process is the design of a structure of rates and charges by customer class.

The equity review for the City followed industry-standard approaches that have been established by the Water Environment Federation.

## User Characteristics

An equitable allocation of revenue requirements to wastewater system users begins with an analysis of user characteristics. Customers are classified into relatively homogeneous groups with similar usage characteristics, and costs are then allocated in proportion to these usage characteristics. Costs are allocated to wastewater customers based on their estimated wastewater flows and strengths. Recent historical data was used to estimate user characteristics for the rate-setting period. Table 6 summarizes estimated user characteristics for each customer class for FY2015/16.

**Table 6**

Estimated User Characteristics (FY2015/16)

<b>Customer Class</b>	<b>Customers</b>	<b>Flow (100 cf)</b>	<b>BOD (lbs)</b>	<b>TSS (lbs)</b>
Residential	9,563	752,878	1,409,854	1,527,342
Commercial	799	278,024	780,949	780,949
Industrial	6	54,410	396,215	164,114
Septic	na	602	24,334	48,300
Multifamily Additional Units	2,730	na	na	na
<b>Total</b>	<b>13,099</b>	<b>1,085,914</b>	<b>2,611,351</b>	<b>2,520,705</b>
Residential	73%	69%	54%	61%
Commercial	6%	26%	30%	31%
Industrial	<1%	5%	15%	7%
Septic	na	<1%	1%	2%
Multifamily Additional Units	21%	na	na	na
<b>Total</b>	<b>100%</b>	<b>100%</b>	<b>100%</b>	<b>100%</b>

## Customers

The wastewater system currently serves 13,099 customers, including residential, commercial, industrial, septic, and multifamily units. Residential customers comprise 73 percent of total accounts – 94 percent when multifamily additional units are added; commercial customers comprise 6 percent, with industrial and septic customers comprising a fraction of a percent. Customer account growth is forecast at between 0.9 and 1.9 percent annually throughout the study period.

## Wastewater Flows and Strengths

To determine relative flow and strength contributions by customer class, a plant balance analysis was completed. This analysis compares average class flows and loads to actual influent at the wastewater treatment plant. Flows by customer class were estimated from billed volumes provided by McMinnville Water and Light, with the exception of septic and industrial which were estimated from information provided by plant staff.

In FY2013/14, the wastewater treatment plant received 2.5-2.6 million pounds each of BOD and TSS. Most utilities have relatively little site-specific data on the strength contributions of customers who are not subject to industrial waste monitoring. As a result, estimation of strength contributions by customer class generally requires the use of industry reference information. Regionally, domestic strength wastewater concentrations are generally assumed to be in the range of 250 mg/l – 350 mg/l, depending on winter water use levels. The average winter water use per residential account has decreased locally and regionally over the past decade, yielding slightly higher strength concentrations.

Based on the current plant balance analysis, the following wastewater concentrations are assumed in this study:

- Residential = 300 mg/l BOD, 325 mg/l TSS

- Commercial<sup>3</sup> = 450 mg/l BOD, 450 mg/l TSS
- Industrial (combined BOD & TSS)
  - Low (625 mg/l)
  - Medium (626-1,000 mg/l)
  - High (1,001 – 1,600 mg/l)
  - Very High (1,601 – 2,500 mg/l)
  - Super High (over 2,500)
- Septic = 6,480 mg/l BOD, 12,862 mg/l TSS

The commercial customer class has a higher average BOD/TSS concentration than residential due to the inclusion of restaurants and other high strength users. While the estimated concentrations for all customer classes have increased since the original equity study completed in 2004, the relative contributions by class have not changed significantly.

## Cost-of-Service Analysis

City staff and consultants conducted a review and analysis of the wastewater system, consistent with industry standard methodologies, to determine equitable allocations to system functions and service characteristics. The allocation of O&M costs generally considers operations criteria, while capital costs consider facility design. The user characteristic analysis serves as the basis for the allocation of costs to customer classes. The resultant cost allocations, summarized below, reflect the best available knowledge of the system.

### Allocation to Functions

The sewer utility functions used for categorizing revenue requirements include:

- **Collection** – the pipelines that collect sewage from individual customers and deliver it to the treatment plant.
- **Headworks** – the costs associated with facilities located at the front or “head” of the treatment plant, including grit removal and screenings which remove larger solid materials from influent sewage to prevent plugging in downstream treatment processes.
- **Secondary treatment** – a biological process to remove the soluble and colloidal organic matter that remains after the grit and screenings removal; facilities typically include aeration basins, and the associated blowers or discs that provide air to the basins, and secondary clarification settling tanks and the associated pumping facilities that transport the settled biological sludge to subsequent biosolids processing facilities.
- **Tertiary treatment** – a physical/chemical process to remove phosphorus from secondary effluent by coagulation and flocculation.

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<sup>3</sup> Currently, the City does not have data to disaggregate commercial customers into more refined groupings, as with industrial customers. Therefore, an average loading for the group was estimated based on wastewater treatment influent records.

- **Disinfection** – process elements at the downstream end of the treatment process. Disinfection kills remaining microorganisms contained in the treated wastewater.
- **Biosolids** – management and disposal of the organic and inorganic suspended solids that have been removed from the wastewater through the treatment processes.
- **Laboratory** – includes costs associated with periodic sampling and monitoring of the waste stream.
- **Pretreatment program** – management of a program to treat selected sanitary sewer flows at their sources prior to being discharged to the public collection system.
- **Pumping** – the facilities for mechanically moving wastewater to higher elevations or pressure zones.
- **Customer services** – costs associated with billing, accounting and other customer services that do not vary with the amount or strength of sewage discharged.
- **Administration/Indirect** – those costs that cannot be directly categorized by a single function, as they provide general system support; in this case, the costs are spread indirectly over all utility functions.

Table 7 presents the results of the allocations to system functions for FY2015/16. The financial plan estimates annual revenue requirements from rates in FY2015/16 of about \$9.2 million, after cash reserves are deducted. As shown in Table 7, the largest portion of costs is related to collection (about \$3.3 million – 36 percent). Other significant functional categories include Biosolids (nearly \$1.8 million - 20 percent) and secondary treatment (almost \$1.5 million – 16 percent). The remaining functional categories each represent 3 percent to 7 percent of costs, with the exception of customer service and pretreatment program costs which are 1 percent of total costs, each.

**Table 7**  
*Allocation of Revenue Requirements to System Functions*

<b>Function</b>	<b>O&amp;M</b>	<b>Capital</b>	<b>Reserves</b>	<b>Total</b>	<b>2016</b>
Collection	\$1,158,778	\$2,474,786	(\$297,042)	\$3,336,523	36%
Headworks	\$209,734	\$320,748	(\$43,897)	\$486,585	5%
Secondary Treatment	\$425,441	\$1,195,441	(\$134,069)	\$1,486,813	16%
Tertiary Treatment	\$293,992	\$385,832	(\$56,261)	\$623,563	7%
Disinfection	\$227,297	\$137,538	(\$30,178)	\$334,656	4%
Biosolids	\$519,484	\$1,437,111	(\$162,270)	\$1,794,325	20%
Laboratory	\$283,407	\$55,015	(\$28,243)	\$310,180	3%
Pretreatment Program	\$126,746	\$0	(\$10,498)	\$116,248	1%
Pump Stations	\$425,711	\$254,519	(\$56,236)	\$623,994	7%
Customer Service	\$132,228	\$0	(\$10,986)	\$121,242	1%
<b>Total</b>	<b>\$3,802,818</b>	<b>\$6,260,990</b>	<b>(\$829,680)</b>	<b>\$9,234,128</b>	<b>100%</b>

## Joint and Specific Groupings

Costs needed to support functions performed for the entire system are considered “joint” costs, whereas costs needed to perform functions unique to a particular subset of customers are specific costs. The majority of functions serve all customers. The only exception is a portion of pretreatment program costs that serve only nonresidential customers and septic

haulers. For this analysis (as in previous studies) 36 percent of pretreatment program costs are allocated specifically to nonresidential (i.e., commercial and industrial customers), and 4 percent are allocated directly to septic haulers. The remaining 60 percent of costs are allocated to all customers.

## Allocation to Service Characteristics

Wastewater system costs by function are allocated to service characteristics as follows:

- **Average flow** – includes capital costs and O&M expenses associated with transporting and treating average wastewater discharges from customers.
- **Wet weather flow** – the costs associated with providing capacity and maintaining facilities that handle rainfall and groundwater that enter the wastewater conveyance system in the form of infiltration and inflow (I/I).
- **Biochemical oxygen demand (BOD)** – costs associated with building and operating facilities to provide treatment for BOD.
- **Total suspended solids (TSS)** – costs associated with building and operating facilities to provide removal of TSS.
- **Customer services** – costs associated with billing, accounting and other customer services that do not vary with the amount or strength of sewage discharged.
- **Pretreatment program** – management of a program to treat selected sanitary sewer flows at their sources prior to being discharged to the public collection system.

As in prior studies, the allocations to service characteristics are based on the operation and design criteria of the different types of facilities. Appendix A shows details on the service characteristic allocation percentages for each function. The operating and design costs of many facilities, like collection mains, pump stations, and headworks relate solely to wastewater flow, and are therefore allocated exclusively to average and wet weather flows (63 percent average flow and 37 percent wet weather flow) based on the estimated share of total annual volume. Other facilities (secondary and tertiary treatment, and biosolids) have significant BOD and TSS cost components.

Determination of the allocation factors for the current study follows consistent approaches used in prior studies. Changes to factors reflect updated flow data (impacting the split between average flow and wet weather flow), and some modification to the secondary treatment process as a result of the current expansion. Specifically, the expansion project results in construction of a new secondary train, with the majority of costs relating to wastewater flows, as opposed to BOD or TSS loads.

Table 8 presents the wastewater system costs by service characteristic for FY2015/16.

**Table 8**  
*Allocation of Revenue Requirements to Service Characteristics (FY2015/16)*

Function	Average Flow	Wet Weather Flow	BOD	TSS	Customer Service	Pretreatment	Total
<b>Joint Costs</b>							
O&M	\$1,589,208	\$820,303	\$578,757	\$555,576	\$132,228	\$76,048	\$3,752,120
Capital	\$561,827	\$3,223,484	\$1,104,695	\$1,370,983	\$0	\$0	\$6,260,990
<b>Specific Costs</b>							
Commercial/Industrial						\$45,629	\$45,629
Septic						\$5,070	\$5,070
<b>Reserves</b>	(191,607)	(323,198)	(138,601)	(156,793)	(12,368)	(7,113)	(\$829,680)
<b>Total</b>	<b>\$1,959,428</b>	<b>\$3,720,590</b>	<b>\$1,544,851</b>	<b>\$1,769,767</b>	<b>\$119,860</b>	<b>\$119,633</b>	<b>\$9,234,128</b>

Approximately 61 percent of total costs are related to wastewater flows (21 percent average flow and 40 percent wet weather flow). Strength-related costs are estimated to represent about 36 percent of total costs. Pretreatment program and customer service costs total almost 3 percent of costs. The results shown in Table 8 represent a slight shift of about 4 percent of costs from wastewater loads and pretreatment to flows, compared to the prior (2011 study).

## Allocations to Customer Classes

Allocation of costs by service characteristic to customer classes is based on the allocation of costs to joint and specific categories, the costs by service characteristic, and the proportionate use levels of each characteristic by each class.

The basis for the allocation of wastewater system costs by service characteristic to customer classes is summarized as follows:

**Average flow costs** – winter or annual water use (based on billing system records)

**Wet weather flow costs** – 80 percent based on customers and 20 percent based on average flows<sup>4</sup>

**Biochemical oxygen demand costs** – annual pounds of BOD (estimated from plant balance)

**Total suspended solids costs** – annual pounds of TSS (estimated from plant balance)

**Customer service costs** – number of customer bills

**Pretreatment program costs** – average annual flows for residential and nonresidential customers

The total allocated wastewater system costs by customer class are summarized in Table 9. As the table shows, in FY2015/16 the residential class is allocated \$6.7 million of the \$9.2 million of total costs, or approximately 73 percent, while commercial customers are

<sup>4</sup> The 80/20 split reflects the portion of the collections system that is related to collection vs. conveyance. Approximately 80% of the system piping is related to collecting flow from customers (and is therefore a function of the number of customers), while 20% is for conveyance (which may be attributable to sewage flows).



allocated almost \$2.0 million, which is about 21 percent of the total. Industrial customers are allocated \$0.5 million (5 percent of total costs); the share of costs borne by septic customers is the remaining 1 percent of the total.

**Table 9**  
*Allocation of Revenue Requirements to Customer Classes (FY2015/16)*

Customer Class	Average Flow	Wet Weather Flow	BOD	TSS	Customer Service	Pretreatment	Total
Residential	\$1,470,401	\$3,182,126	\$828,263	\$1,051,562	\$128,489	\$54,587	\$6,715,428
Commercial	\$542,991	\$357,678	\$458,793	\$537,677	\$8,347	\$58,319	\$1,963,805
Industrial	\$106,265	\$37,160	\$232,769	\$112,991	\$63	\$11,413	\$500,661
Septic	\$1,175	\$396	\$14,296	\$33,254	\$0	\$5,113	\$54,235
<b>Total</b>	<b>\$2,120,832</b>	<b>\$3,577,359</b>	<b>\$1,534,121</b>	<b>\$1,735,485</b>	<b>\$136,899</b>	<b>\$129,433</b>	<b>\$9,234,128</b>

## Rate Design

Rate design involves determining systems of charges for each class of customers that generate required revenues. The wastewater rates developed in this study are designed to recover revenue requirements and generate revenues by class that approximately equal the allocated cost responsibility of each class.

### Current Rates

“Current rates,” for the purposes of this report, refer to rates effective July 1, 2014, and are shown in Table 10. As the table indicates, existing rates include a fixed monthly charge of \$17.73 for all customers. (There is also a flat residential rate of \$53.29, charged to customers without metered water use.) The volume charge, per hundred cubic feet (ccf) of water use, ranges from \$5.08 for residential to \$6.30 for commercial and industrial.

**Table 10**  
*Current and Revised Rate Schedule*

Customer Class	Current FY 2014-15	FY2015/16 (w/2.8% Increase)	
		Current	Revised Equity
<b>Fixed Charge (\$/month)</b>	\$17.73	\$18.23	\$19.08
Residential Flat	\$53.29	\$54.78	\$55.35
Multifamily Additional Units	\$17.73	\$18.23	\$19.08
<b>Volume Charge (\$/ccf)</b>			
Residential	\$5.08	\$5.22	\$5.18
Commercial/Industrial	\$6.30	\$6.48	\$6.41
Low	\$6.30	\$6.48	\$5.32
Medium	\$6.30	\$6.48	\$6.59
High	\$6.30	\$6.48	\$8.27
Very High	\$6.30	\$6.48	\$9.74
Super High	\$6.30	\$6.48	\$12.30
Septic	\$0.11	\$0.11	\$0.12
<b>Extra-Strength Charges (\$/lb)</b>			
BOD	\$0.73	\$0.75	na
TSS	\$0.56	\$0.58	na

Septic haulers are charged \$0.11 per gallon. The existing sewer rates also include extra-strength charges for industrial users with discharges above domestic strengths.

## Equity Rates

The rate equity review included a detailed evaluation of alternative rate structures for commercial and industrial customers. There are two primary approaches used in the wastewater industry for establishing rates for commercial and industrial customers, as shown in Table 11.

**Table 11**

Wastewater Rate Setting Approaches

Approach	Typical Customer Classes
<b>Extra-Strength Surcharge</b>	Residential Commercial/Industrial <ul style="list-style-type: none"> <li>• Base</li> <li>• Extra-Strength</li> </ul>
<b>Class Average Approach</b>	Residential Commercial/Industrial <ul style="list-style-type: none"> <li>• Low Strength</li> <li>• Medium Strength</li> <li>• High Strength</li> <li>• Very High Strength</li> <li>• Super High Strength</li> </ul>

The City's current rate structure is based on an extra-strength approach, as illustrated in Table 10. Under this approach monitored industrial customers pay base volume rates, plus an additional surcharge for BOD and TSS that exceeds domestic strength thresholds. While the current approach has worked well in the past as a defensible basis for charging monitored industrial customers for the actual loads they place on the system, a revised rate structure approach is recommended to allow for future expansion of extra-strength rates to other commercial customers. Specifically, the recommendation is to implement a class-average structure for commercial and industrial customers as shown in Table 12.

**Table 12**

*Proposed Rate Commercial/Industrial Structure*

Classifications	Combined BOD/TSS(mg/l)
Low Strength	0-625
Medium Strength	625-1000
High Strength	1001-1600
Very High Strength	1601-2500
Super High Strength	Over 2500

Under the recommended structure, customers would be placed in classes based on the best available data, including:

- Commercial customers would be classified based on the type of business and industry reference data (supplemented with available local sampling data) on typical wastewater concentrations.
- Monitored industrial customers are classified based on annual average wastewater concentrations (from sampling data). The initial classification would reflect 2-3 years average sampling results. Customer assignments would be reviewed annually to determine whether changes were appropriate.

The revised structure offers the following advantages:

- The extra-strength program may be expanded to include other high strength users who are not monitored (e.g., restaurants, bakeries, etc) once the City has data on business types. In the interim, non-monitored customers would be charged an average rate (for example, \$6.48/ccf in FY2015-16), consistent with current practice.
- Monthly charges for monitored customers will have less variability, as the monthly bill will reflect only changes in volumes (not loadings), as well as the class average wastewater concentration (as opposed to individual monthly reports).

### Recommended Rates

The revised rates (shown in Table 10) reflect the 2.8 percent revenue increase identified in the financial plan, as well as the revised equity allocations, and the recommended rate structure. The results of the equity review show that under a 'revenue neutral' scenario (with the 2.8 percent revenue increase applied to both current and revised equity rates), the fixed charges increase slightly, reflecting a slight increase in costs associated with wet weather flow. On the other hand, the volume rates decrease for residential and commercial/industrial customers. The equity review also results in a reduction in the cost attributable to BOD and a slight increase in the cost attributable to TSS. Under the revised rate structure, the costs associated with BOD and TSS loadings are incorporated into the volume rates, as opposed to being recovered through extra-strength charges. The shift in revenue recovery from volume to fixed rates, and among loading parameters reflects changes in the wastewater system cost structure and user characteristics that have occurred subsequent to the 2011 analysis.

### Rate Transitioning

Under the revised equity rates, bills for small and moderate volume customers increase from 3-5 percent per year (including the 2.8 percent revenue increase), compared to current rates; bills for large volume commercial customers would increase 1-2 percent, and industrial customer bills would decrease moderately (due to reduction in BOD-related costs, and use of class average concentrations). To mitigate the short-term impacts on ratepayers, a four-year transition plan is proposed, as shown in Table 13<sup>5</sup>.

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<sup>5</sup> Refinements to rates during the transition period may occur as new customers are added and existing commercial customers are reclassified.

**Table 13***Comparison of Current and Recommended Transition Rates*

	Current	Revised Structure Transition			
		FY 2015-16	FY 2016-17	FY2017-18	FY2018-19
<b>Fixed Rate</b>	\$17.73	\$18.60	\$19.25	\$20.00	\$20.73
<b>Volume Rates (\$/ccf)</b>					
Residential	\$5.08	\$5.22	\$5.36	\$5.49	\$5.62
Commercial/Industrial	\$6.30	\$6.48	\$6.65	\$6.81	\$6.96
Low	\$6.30	\$6.00	\$5.78	\$5.78	\$5.78
Medium	\$6.30	\$6.50	\$6.65	\$6.78	\$6.97
High	\$6.30	\$8.50	\$8.60	\$8.74	\$8.99
Very High	\$6.30	\$10.20	\$10.25	\$10.29	\$10.58
Super High	\$6.30	\$12.00	\$12.50	\$13.01	\$13.37
<b>Extra-Strength Charges</b>					
BOD	\$0.73	na	na	na	na
TSS	\$0.56	na	na	na	na

Table 14 shows a sample of monthly bills for a range of volumes within each customer class, and for industrial customers as a whole, based on existing rates and the transition rates from Table 13. Under the transition equity rates, bills for most residential and commercial customers increase from 3-4 percent over current rates. The monthly bills for monitored industrial customers will decrease based on the revised equity allocations and class average concentrations.

**Table 14***Sample Monthly Bills (Transition)*

Customer Class	Units	(100 cf)	Current	Current	Equity
			FY2014-15	FY 2015-16 (w/2.8%)	
Residential		3	\$32.97	\$33.89	\$34.26
Residential (avg.)		6.6	\$51.06	\$52.49	\$52.85
Residential		18	\$109.17	\$112.23	\$112.56
Multifamily	4	28	\$213.16	\$219.13	\$220.56
Multifamily	10	40	\$380.50	\$391.15	\$394.80
Bank/Beauty Shop		7	\$61.83	\$63.56	\$63.96
Fitness/Title Company		18	\$131.13	\$134.80	\$135.24
Large Retail		20	\$143.73	\$147.75	\$148.20
Restaurant		100	\$647.73	\$665.87	\$666.60
Residential				2.8%	3.9%
Residential (avg.)				2.8%	3.5%
Residential				2.8%	3.1%
Multifamily				2.8%	3.5%
Multifamily				2.8%	3.8%
Bank/Beauty Shop				2.8%	3.4%
Fitness/Title Company				2.8%	3.1%
Large Retail				2.8%	3.1%
Restaurant				2.8%	2.9%
Industrial				2.8%	-7.1%

## Conclusion

The technical approaches used in this study are based on industry standard methods and principles, and the implementation of the resulting rates and charges will help to ensure the continuation of high-quality wastewater service to the City's customers, at fair and equitable prices. We recommend that the City continue to review its wastewater financial plan regularly (at least every 2 years) and update rate levels as needed. Significant changes in the sizing or timing of capital projects will have an impact on the revenue requirements. Also, the City will need to monitor billing units to ensure adequate revenue is being generated.

The recommended rates shown in this report for the planning period provide a framework for expanding the City's extra-strength program to above domestic strength commercial customers. However, implementation of class average rates for commercial customers will require additional data development and customer monitoring, which are not currently in place. As the City moves forward with, it will be important to review the planned transition rates, to ensure revenue recovery consistent with the projected needs identified in the financial plan.



# Appendix A

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## Appendix A

City of McMinnville, OR

Wastewater Rate Analysis

*Allocation of System Functional Categories to Service Characteristics*

Function	Average Flow	Wet Weather Flow	BOD	TSS	Customer Service	Pretreatment	Total
<b>O&amp;M Costs</b>							
Collection (1)	63%	37%	0%	0%	0%	0%	100%
Headworks (1)	63%	37%	0%	0%	0%	0%	100%
Secondary Treatment	25%	5%	55%	15%	0%	0%	100%
Tertiary Treatment	32%	18%	0%	50%	0%	0%	100%
Disinfection (1)	63%	37%	0%	0%	0%	0%	100%
Biosolids	0%	0%	50%	50%	0%	0%	100%
Laboratory	40%	0%	30%	30%	0%	0%	100%
Pretreatment Program	0%	0%	0%	0%	0%	100%	100%
Pump Stations (1)	63%	37%	0%	0%	0%	0%	100%
Customer Service	0%	0%	0%	0%	100%	0%	100%
<b>Capital Costs</b>							
Collection (2)	12%	88%	0%	0%	0%	0%	100%
Headworks (2)	12%	88%	0%	0%	0%	0%	100%
Secondary Treatment	15%	35%	30%	20%	0%	0%	100%
Tertiary Treatment	0%	0%	0%	100%	0%	0%	100%
Disinfection (2)	12%	88%	0%	0%	0%	0%	100%
Biosolids	0%	0%	50%	50%	0%	0%	100%
Laboratory	0%	0%	50%	50%	0%	0%	100%
Pretreatment Program	0%	0%	0%	0%	0%	100%	100%
Pump Stations (2)	12%	88%	0%	0%	0%	0%	100%
Customer Service	0%	0%	0%	0%	100%	0%	100%

(1) Based on 2-year average analysis of annual plant flows (63% dry weather; 37% wet weather)

(2) Wet weather allocation based on ratio of peak hour wet weather flow to total flow during design storm (24 hour duration)



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## STAFF REPORT

**DATE:** January 11, 2019  
**TO:** Jeff Towery, City Manager  
**FROM:** Mike Bisset, Community Development Director  
**SUBJECT:** SDC Rates Resolution

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### **Council Goal:**

Plan and Construct Capital Projects

### **Report in Brief:**

This action is the consideration of a resolution establishing revised System Development Charges (SDCs) pertaining to parks and recreation, sanitary sewer, and transportation; and repealing Resolution No. 2018-08.

### **Background & Discussion:**

Chapter 3.10 of the Municipal Code, as adopted by Ordinance No. 4980 on June 10th, 2014, includes provisions for imposing sanitary sewer, transportation, and parks and recreation system development charges (SDCs). Per Section 3.10.020 (B) of the Municipal Code, the SDCs should be adjusted annually, as allowed by Oregon Revised Statutes, to reflect the increase in construction costs.

Adjustments shall be calculated each January by the City Engineer based upon changes in the Engineering News Record Construction Index (ENR Index) for Seattle, Washington. The index for January 2019 has been issued, and the index grew by 4.9% for calendar year 2018 (the index went from 11,444.11 in January 2018 to 12,008.39 in January 2019).

Per the attached summary, the sanitary sewer SDC will increase \$156 for a single family home; the parks and recreation SDC will increase \$115 per dwelling unit; and the transportation SDC rate will increase \$118 per PM peak hour trip. The effective date of rate changes shall be July 1, 2019, and the revised SDC rates shall apply to applicable building permits filed on or after that date.

Note that SDC fees were adjusted by 7.7% on July 1, 2018, per Resolution 2018-08.

### **Attachments:**

1. Resolution
2. Ordinance 4980
3. Resolution 2018-08
4. SDC Rate Changes Summary

**Fiscal Impact:**

The purpose of the SDCs is to impose an equitable share of the public costs of capital improvements that increase system capacity upon those developments that create the need for or increase the demands on capital improvements.

**Recommendation:**

Staff recommends that the City Council adopt the attached resolution establishing revised System Development Charges (SDCs) pertaining to parks and recreation, sanitary sewer, and transportation.

## RESOLUTION NO. 2019-09

A Resolution establishing revised System Development Charges (SDCs) pertaining to parks and recreation, sanitary sewer, and transportation; and repealing Resolution No. 2018-08.

### RECITALS:

Chapter 3.10 of the Municipal Code, as adopted by Ordinance No. 4980 on June 10<sup>th</sup>, 2014, includes provisions for imposing sanitary sewer, transportation, and parks and recreation system development charges (SDCs).

The purpose of the SDCs is to impose an equitable share of the public costs of capital improvements that increase system capacity upon those developments that create the need for or increase the demands on capital improvements.

Per Section 3.10.020 (B) of the Municipal Code, the SDCs should be adjusted annually, as allowed by Oregon Revised Statutes, to reflect the increase in construction costs.

Adjustments shall be calculated each January by the City Engineer based upon changes in the Engineering News Record Construction Index (ENR Index) for Seattle, Washington.

The index for January 2019 has been issued, and the index grew by 4.9% for calendar year 2018 (the index went from 11,444.11 in January 2018 to 12,008.39 in January 2019).

NOW THEREFORE, BE IT RESOLVED BY THE COMMON COUNCIL OF THE CITY OF McMinnville, Oregon as follows:

#### **1. Sanitary Sewer System Development Charge.**

The Sanitary Sewer System Development Charge (SDC), as set by Resolution 2018-08 is revised to be \$3,315 per dwelling unit or dwelling unit equivalent (DUE).

#### **2. Transportation System Development Charge.**

The formula in Section 2 of Resolution 2018-08 is replaced by:

$$\frac{\$18,194,170 \text{ of capital improvement costs}}{7,230 \text{ net new PM peak hour trips}} = \$2,516 \text{ per net new PM peak hour trip (which is the SDC unit cost)}$$

#### **3. Parks and Recreation System Development Charge.**

The Parks and Recreation System Development Charge (SDC), as set by Resolution 2018-08, is revised to be \$2,446 per dwelling unit or dwelling unit equivalent (DUE).

#### **4. Effective Date.**

The effective date of this Resolution shall be July 1, 2019, at which time Resolution No. 2018-08 shall be repealed. The revised SDC rates shall apply to applicable building permits filed on or after July 1, 2019.

Adopted by the Common Council of the City of McMinnville at a regular meeting held the 22<sup>nd</sup> day of January 2019 by the following votes:

Ayes: \_\_\_\_\_

Nays: \_\_\_\_\_

Approved this 22<sup>nd</sup> day of January 2019.

Approved as to form:

\_\_\_\_\_  
MAYOR

\_\_\_\_\_  
CITY ATTORNEY

## ORDINANCE NO.

RECITALS:

Resolution 1995-14 includes provisions for imposing transportation system development charges (SDCs), and establishing administrative review procedures.

The City is currently updating the transportation system development charge methodology and rate, and has determined that modifying Chapter 3.10 to include provisions for imposing transportation system development charges (SDCs) would lead to increased efficiencies and transparency.

Having considered the language of the proposed ordinance (attached hereto) at their June 10, 2014 meeting, the Council finds it is in the best interests of the City of McMinnville to approve the updates to the Municipal Code regarding the system development charges.

Now, therefore, THE CITY OF McMinnville ORDAINS AS FOLLOWS:


1. That the current Chapter 3.10 of the McMinnville Municipal Code is repealed in its entirety and the attached language will be incorporated into the McMinnville Municipal Code at Chapter 3.10.

Passed by the Council this 10th day of June 2014 by the following votes:

Ayes: Hill, Jeffries, Menke, Ruden, Yoder

Nays

Approved this 10th day of June 2014.

  
COUNCIL PRESIDENT

Attest:

Approved as to form:

*Marcia Baragary*  
CITY RECORDER

  
CITY ATTORNEY

## Chapter 3.10

### SYSTEMS DEVELOPMENT

#### Sections:

3.10.010	Definitions.
3.10.015	Purpose.
3.10.017	Scope.
3.10.020	Systems development charge established.
3.10.030	Methodology.
3.10.040	Compliance with state law.
3.10.050	Collection of charge.
3.10.060	Exemptions.
3.10.070	Credits.
3.10.080	Appeal procedures.
3.10.090	Prohibited connection.

3.10.010 Definitions. The following words and phrases, as used in Chapter 3.10 of this code, have the following definitions and meanings:

A. "Capital improvement(s)" means public facilities or assets used for any of the following:

1. Sanitary sewers, including collection, transmission, treatment and disposal;
2. Storm sewers, including drainage and flood control;
3. Parks and recreation, including but not limited to mini-neighborhood parks, neighborhood parks, community parks, public open space and trail systems, buildings, courts, fields and other like facilities.
4. Street and transit improvements, including but not limited to signalization, channelization, widening, drainage work, sidewalks and pedestrian facilities, bicycle facilities, lighting, right-of-way acquisition, street extensions, railroad crossing protective devices, and other like facilities.

B. "Development", as used in Sections 3.10.020 through 3.10.090, means conducting a building or mining operation, or making a physical change in the use or appearance of a structure or land, which increases the usage of any capital improvements or which will contribute to the need for additional or enlarged improvements.

C. "Public improvement charge" means a fee for costs associated with capital improvements to be constructed after the effective date of the ordinance codified in this chapter. This term shall have the same meaning as the term "improvement fee" as used in ORS 223.297 through 223.314.

D. "Qualified public improvement" means a capital improvement that is required as a condition of development approval, identified in the plan and list adopted pursuant to ORS 223.309 and either:

1. Not located on or contiguous to property that is the subject of development approval; or

2. Located in whole or in part on or contiguous to property that is the subject of development approval and required to be built larger or with greater capacity than is necessary for the particular development project to which the systems development charge is related.

E. "Reimbursement fee" means a fee for costs associated with capital improvements constructed or under construction on the date the fee is adopted pursuant to Section 3.10.020.

F. "Systems development charge" means a reimbursement fee, a public improvement charge or a combination thereof assessed or collected at any of the times specified in Section 3.10.050. It shall not include connection or hookup fees for sanitary sewers or storm drains. Such fees are designed by the City only to reimburse the City for actual or average costs for such connections. Nor shall the SDC include costs for capital improvements which by City policy and state statute are paid for by assessments (or fees in lieu of assessments) for projects of special benefit to a property.

3.10.015 Purpose. The purpose of the systems development charge (SDC) is to impose an equitable share of the public costs of capital improvements that increase system capacity upon those developments that create the need for or increase the demands on capital improvements.

3.10.017 Scope. The systems development charge imposed by Chapter 3.10 is separate from and in addition to any applicable tax, assessment, charge, fee in lieu of assessment, or fee otherwise provided by law or imposed as a condition of development. A systems development charge is to be considered in the nature of a charge for service rendered or facilities made available, or a charge for future services to be rendered on facilities to be made available in the future.

3.10.020 Systems development charge established. A. Unless otherwise exempted by the provisions of this chapter or other local or state law, a systems development charge is imposed upon all new development within the City for transportation, parks and all new development inside and outside the boundary of the City that connects to or otherwise uses the sanitary sewer system or storm drainage system of the City. The City Manager is authorized to make interpretations of this section, subject to appeal to the City Council.

B. Systems development charges for each type of capital improvement may be created through application of the methodologies described in Section 3.10.030 of this code. The amounts of each systems development charge shall be adopted initially by Council resolution. Changes in the amounts shall also be adopted by resolution, except changes resulting solely from inflationary cost impacts. Inflationary cost impacts shall be measured and calculated each January by the City Engineer and charged accordingly. Such calculations will be based upon changes in the Engineering News Record Construction Index (ENR Index) for Seattle, Washington.

3.10.030 Methodology. A. The methodology used to establish a reimbursement fee shall consider the cost of then-existing facilities, prior contributions by then-existing users, the value of unused capacity, rate-making principles employed to finance publicly owned capital improvements, and other relevant factors. The methodology shall



promote the objective that future systems' users shall contribute an equitable share of the cost of then existing facilities.

B. The methodology used to establish the public improvement charge shall consider the cost of projected capital improvements needed to increase the capacity of the systems to which the fee is related and shall provide for credit against the public improvement charge for the construction of any qualified public improvement.

C. The methodology may also provide for a credit as authorized in Section 3.10.070.

D. Except when authorized in the methodology adopted under Section 3.10.030(A), the fees which are assessed or collected as part of a local improvement district or a charge in lieu of a local improvement district assessment, or the cost of complying with requirements or conditions imposed by a land use decision are separate from and in addition to the systems development charge and shall not be used as a credit against such charge.

E. The methodologies used to establish the systems development charge shall be adopted by resolution of Council. The specific systems development charge may be adopted and amended concurrent with the establishment or revision of the systems development charge methodology. The City Manager shall review the methodologies established under this section periodically and shall recommend amendments, if and as needed, to the Council for its action.

F. The formulas and calculations used to compute specific SDCs are based upon averages and typical conditions. Whenever the impact of the individual developments present special or unique situations such that the calculated fee is substantially disproportionate to the actual impact of the development, alternative fee calculations may be approved or required by the City Manager under prescribed administrative procedures. All data submitted to support alternate calculations under this provision shall be specific to the site and development under consideration. Major or unique developments may require special analyses to determine alternatives to the standard methodology.

3.10.040 Compliance with state law. A. The revenue received from the systems development charges shall be budgeted and expended as provided by state law. Such revenue and expenditures shall be accounted for as required by state law. Their reporting shall be included in the City's Comprehensive Annual Financial Report required by ORS Chapter 294.

B. The capital plan for capital improvements require by state law as the basis for expending the public improvement charge component of systems development charge revenues shall be the McMinnville Transportation System Plan; McMinnville Wastewater and Stormwater Master Plans and Capital Improvements Plan (CIP); adopted facilities plans; park master plans; the capital improvement plan of any other governmental entity with which the City has a cooperative agreement for the financing of commonly-used public improvements by the collection of system charges; provided such plans conform with state law and are consistent with the City's CIP and the City's comprehensive plan.

3.10.050 Collection of charge. A. The systems development charge is payable upon, and as a condition of, issuance of:

1. A building permit;
2. A development permit for development not requiring the issuance of a building permit;
3. A permit to connect to the water, sanitary sewer or storm drainage systems; or
4. A permit to construct a driveway or private street connection to a public street.

For those uses for which no permit is provided, including a change in occupancy that results in an increased system usage level, the final approval granted by the City approving the use or occupancy shall be deemed a building permit for the purpose of this chapter.

B. If development is commenced or connection is made to the street system, water system, sanitary sewer system or storm sewer system without an appropriate permit, the systems development charge is immediately payable upon the earliest date that a permit was required, and it will be unlawful for anyone to continue with the construction or use constituting a development until the charge has been paid or payment secured to the satisfaction of the City Manager.

C. Any and all persons causing, constructing, conducting, occupying or using the development or making application for the needed permit, or otherwise responsible for the development, are jointly and severally obligated to pay the charge, and the City Manager may collect the charge from any of them. The City Manager or his/her designee shall not issue any permit or allow connections described in subsection 3.10.050A until the charge has been paid in full or until an adequate secured arrangement for its payment has been made.

D. A systems development charge shall be paid in cash when due, or in lieu thereof, the City Manager may accept the delivery of a written agreement to pay if the written agreement is secured by collateral satisfactory to the City Manager or his/her designee. The collateral may consist of mortgage or trust deeds of real property, or an agreement secured by surety bond issued by a corporation licensed by state law to grant such undertakings, or by cash deposit, letter of credit, or other like security acceptable to the City Manager.

E. The person paying the systems development charge in installments may apply for deferral of the payments.

F. Industrial and commercial shell buildings which are erected for future tenants whose identities and use are not known at the time of construction are not required to pay the transportation systems development charge at the time a building permit is issued. In lieu of this payment, an industrial property owner or owners shall execute a note to the City in the amount of the systems development charge for general light industrial use. A commercial property owner or owners shall execute a note based upon the anticipated use as approved by the City Manager, or designee. Any such note shall become due and payable in one year, bear no interest and be recorded on the docket of City liens.

During the one year period, if the occupant of the structure is identified, the transportation systems development charge shall be calculated in accordance with the adopted methodology, and the then in effect rates, and shall immediately become due and payable. Upon payment in full, the interim note, as referenced above, shall be cancelled and returned to the property owner.

In the event that no occupant is identified during this one-year interim period and the structure continues vacant:

- 1) The note shall become due and payable in full; or
- 2) The property owner may request the City to accept a new note in the same amount for an additional one-year period subject to the same conditions set forth above. Only one extension will be granted.

3.10.060 Exemptions. The following are exempt from the systems development charge imposed in Section 3.10.020.

A. An alteration, addition, remodel, replacement or change in use that does not increase the use of capital improvements.

B. Housing for low-income or elderly persons which is exempt from real property taxes under state law.

3.10.070 Credits. A. As used in this section and in the definition of "qualified public improvements" in Section 3.10.010 the word "contiguous" means that part of a public improvement which abuts the development parcel.

B. When development occurs that must pay a systems development charge under Section 3.10.020 of this chapter, the systems development charge for the existing use shall be calculated and if it is less than the systems development charge for the proposed use, the difference between the systems development charge for the existing use and the systems development charge for the proposed use shall be the systems development charge required under Section 3.10.020. If the change in use results in the systems development charge for the proposed use being less than the systems development charge for the existing use, no systems development charge shall be required; however, no refund or credit shall be given.

C. The limitations on the use of credits contained in this subsection shall not apply when credits are otherwise given under Section 3.10.070. A credit shall be given for the cost of a qualified public improvement associated with a development. The credit provided for by this subsection shall be only for the public improvement charge charged for the type of improvement being constructed and shall not exceed the public improvement charge even if the cost of the capital improvement exceeds the applicable public improvement charge.

D. Applying the methodology adopted by resolution, the City Manager may grant a credit against the public improvement charge, the reimbursement fee, or both, for a capital improvement constructed as part of the development that reduces the development's demand upon existing capital improvements or the need for future capital improvements or that would otherwise have to be constructed at City expense under then-existing Council policies.

E. In situations where the amount of credit exceeds the amount of the systems development charge, the excess credit is not transferable to another development. It may be transferred to another phase of the original development.

F. Credit shall not be transferable from one type of capital improvements to another.

3.10.080 Appeal procedure. A. As used in this section, "working day" means a day when the general offices of the City are open to transact business with the public.

B. A person aggrieved by a decision required or permitted to be made by the City Manager or his/her designee under Sections 3.10.010 through 3.10.070 or a person challenging the propriety of an expenditure of systems development charge revenues may appeal the decision or the expenditure by filing a written request with the City Recorder for consideration by the City Council. Such appeal shall describe with particularity the decision or the expenditure from which the person appeals and shall comply with subsection D of this section.

C. An appeal of an expenditure must be filed within two years of the date of the alleged improper expenditure. Appeals of any other decision must be filed within ten working days of the date of the decision.

D. The appeal shall state:

1. The name and address of the appellant;
2. The nature of the determination or expenditure being appealed;
3. The reason the determination or expenditure is incorrect; and
4. What the correct determination or expenditure should be.

An appellant who fails to file such a statement within the time permitted waives his/her objections, and his/her appeal shall be dismissed.

E. Unless the appellant and the City agree to a longer period, an appeal shall be heard within thirty days of the receipt of the written appeal. At least ten working days prior to the hearing, the City shall mail notice of the time and location thereof to the appellant.

F. The City Council shall hear and determine the appeal on the basis of the appellant's written statement and any additional evidence he/she deems appropriate. At the hearing the appellant may present written or oral testimony and arguments personally, by counsel, or by other representative. The City may present written or oral testimony and arguments at this same hearing. The rules of evidence as used by courts of law do not apply.

G. The appellant shall carry the burden of proving that the determination or expenditure being appealed is incorrect and what the correct determination or expenditure should be.

H. The City Council shall render its decision within fifteen days after the hearing date and the decision of the Council shall be final. The decision shall be in writing but

written findings shall not be made or required unless the Council in its discretion, elects to make findings for precedential purposes. Any legal action contesting the Council's decision on the appeal shall be filed within sixty days of the Council's decision.

I. An appeal of the methodology used for calculating an SDC must be filed within sixty days following the adoption or modification of the resolution referred to in Section 3.10.030(E).

3.10.090 Prohibited connection. After the effective date of this chapter, no person may connect any premises for service, or cause the premises to be connected, to any sanitary sewer or storm sewer system of the city unless the appropriate systems development charge has been paid or payment has been secured as provided in this chapter.

## RESOLUTION NO. 2018-08

A Resolution establishing revised System Development Charges (SDCs) pertaining to parks and recreation, sanitary sewer, and transportation; and repealing Resolution No. 2017-06.

### RECITALS:

Chapter 3.10 of the Municipal Code, as adopted by Ordinance No. 4980 on June 10<sup>th</sup>, 2014, includes provisions for imposing sanitary sewer, transportation, and parks and recreation system development charges (SDCs).

The purpose of the SDCs is to impose an equitable share of the public costs of capital improvements that increase system capacity upon those developments that create the need for or increase the demands on capital improvements.

Per Section 3.10.020 (B) of the Municipal Code, the SDCs should be adjusted annually, as allowed by Oregon Revised Statutes, to reflect the increase in construction costs.

Adjustments shall be calculated each January by the City Engineer based upon changes in the Engineering News Record Construction Index (ENR Index) for Seattle, Washington.

The index for January 2018 has been issued, and the index grew by 7.7% for calendar year 2017 (the index went from 10,622.66 in January 2017 to 11,444.11 in January 2018).

NOW THEREFORE, BE IT RESOLVED BY THE COMMON COUNCIL OF THE CITY OF McMinnville, Oregon as follows:

#### **1. Sanitary Sewer System Development Charge.**

The Sanitary Sewer System Development Charge (SDC), as set by Resolution 2017-06 is revised to be \$3,159 per dwelling unit or dwelling unit equivalent (DUE).

#### **2. Transportation System Development Charge.**

The formula in Section 2 of Resolution 2017-06 is replaced by:

$$\frac{\$17,339,217 \text{ of capital improvement costs}}{7,230 \text{ net new PM peak hour trips}} = \$2,398 \text{ per net new PM peak hour trip (which is the SDC unit cost)}$$

#### **3. Parks and Recreation System Development Charge.**

The Parks and Recreation System Development Charge (SDC), as set by Resolution 2017-06, is revised to be \$2,331 per dwelling unit or dwelling unit equivalent (DUE).

#### **4. Effective Date.**

The effective date of this Resolution shall be July 1, 2018, at which time Resolution No. 2017-06 shall be repealed. The revised SDC rates shall apply to applicable building permits filed on or after July 1, 2018.

Adopted by the Common Council of the City of McMinnville at a regular meeting held the 13<sup>th</sup> day of February 2018 by the following votes:

Ayes: Drabkin, Menke, Peralta, Stassens

Nays: Garvin, Ruden

Approved this 13<sup>th</sup> day of February 2018.

  
MAYOR

Approved as to form:

  
CITY ATTORNEY

## Revised 2019/20 SDC's

### Engineering News Record Construction Cost Index - Seattle

Jan-18	11,444.11
Jan-19	12,008.39
4.9% = Annual increase	

SDC RATES	Current		FY19/20	Difference
<b>SANITARY SDC</b>	\$	3,159	\$ 3,315	\$ 156
<b>PARKS SDC</b>	\$	2,331	\$ 2,446	\$ 115
<b>TRANSPORTATION SDC</b>				
Capital costs	\$	17,339,217	\$ 18,194,170	
Total New PM peak trips		7,230	7,230	
Rate (per PM pk hr trip)	\$	2,398	\$ 2,516	\$ 118





**City of McMinnville**  
**Planning Department**  
231 NE Fifth Street  
McMinnville, OR 97128  
(503) 434-7311

[www.mcminnvilleoregon.gov](http://www.mcminnvilleoregon.gov)

## STAFF REPORT

**DATE:** January 22, 2019  
**TO:** Mayor and City Councilors  
**FROM:** Chuck Darnell, Senior Planner  
**SUBJECT:** Ordinance No. 5061 - CPA 2-18 (Comprehensive Plan Map Amendment),  
ZC 4-18 (Zone Change), and PDA 1-18 (Planned Development Amendment) at  
600 SE Baker Street

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### **Council Goal:**

Promote Sustainable Growth and Development

### **Report in Brief:**

This action is the consideration of Ordinance No. 5061, an ordinance approving a Comprehensive Plan Map Amendment, Zone Change, and Planned Development requests on an existing property.

The property in question is currently designated as Residential on the Comprehensive Plan Map and zoned R-4 PD (Multiple Family Residential Planned Development). A portion of the property in question is designated as Flood Plain on the Comprehensive Plan Map and also zoned F-P (Flood Plain). The requests are to amend the Comprehensive Plan Map designation to Commercial, to rezone the property to O-R (Office/Residential) to allow for development of both office and residential uses, and to amend the existing Planned Development Overlay District to remove the subject site from the existing Planned Development. Those amendments would apply only to the areas of the subject site that are outside of the floodplain, and the current Flood Plain Comprehensive Plan Map designation and F-P (Flood Plain) zone would remain on the subject site as they exist today. The remainder of the subject site, outside of the Flood Plain designation and zone, would be changed to a Commercial designation and the O-R (Office/Residential) zone.

The subject site is located at 600 SE Baker Street, and is more specifically described as Tax Lots 101 and 200, Section 20DD, T. 4 S., R. 4 W., W.M.

This land use request was considered in a public hearing by the McMinnville Planning Commission on December 20, 2018. The public hearing was closed at the same meeting, following which the Planning Commission deliberated and then voted to recommend that the Council consider and approve the Comprehensive Plan map amendment, zone change, and Planned Development amendment requests subject to conditions of approval outlined in Ordinance No. 5061.

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### **Attachments:**

Ordinance No. 5061 including:

Exhibit A – CPA 2-18 Decision Document

Exhibit B – ZC 4-18 Decision Document

Exhibit C – PDA 1-18 Decision Document

Application Materials

Planning Commission Minutes, 12-20-18

**Background:**

The subject site is currently vacant, other than some older pavement and gravel areas from the site's previous use. The site was the former location of the Columbus Elementary School, which existed upon the site until 1994. The Columbus Elementary School was demolished in 1994 following structural damage that occurred to the building during an earthquake in the spring of 1993. Linfield College has since acquired the property from the McMinnville School District, and has retained ownership of the property since that time. The applicant, MV Advancements, is under contract to purchase the property from Linfield College.

The site is bounded on the north by Cows Street, on the west by Baker Street (Highway 99W), and on the south and east mainly by the Cozine Creek. The property to the north and across Cows Street is zoned O-R (Office/Residential) and the existing uses are salon and office businesses. The property to the west and across Baker Street is zoned C-3 (General Commercial) and the existing use is retail (Walgreens). The property to the east is zoned R-4 (Multiple Family Residential) and is the existing use is a small, four-unit multiple family building. Property further to the northeast along Cows Street is also zoned R-4 (Multiple Family Residential), and consists of various residential uses (multiple family, duplex, and single family dwellings). The property to the south and across Cozine Creek is zoned R-4 PD (Multiple Family Planned Development), and is the north end of the Linfield College campus. The subject site is identified below (boundary shown below is approximate):

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**Attachments:**

Ordinance No. 5061 including:

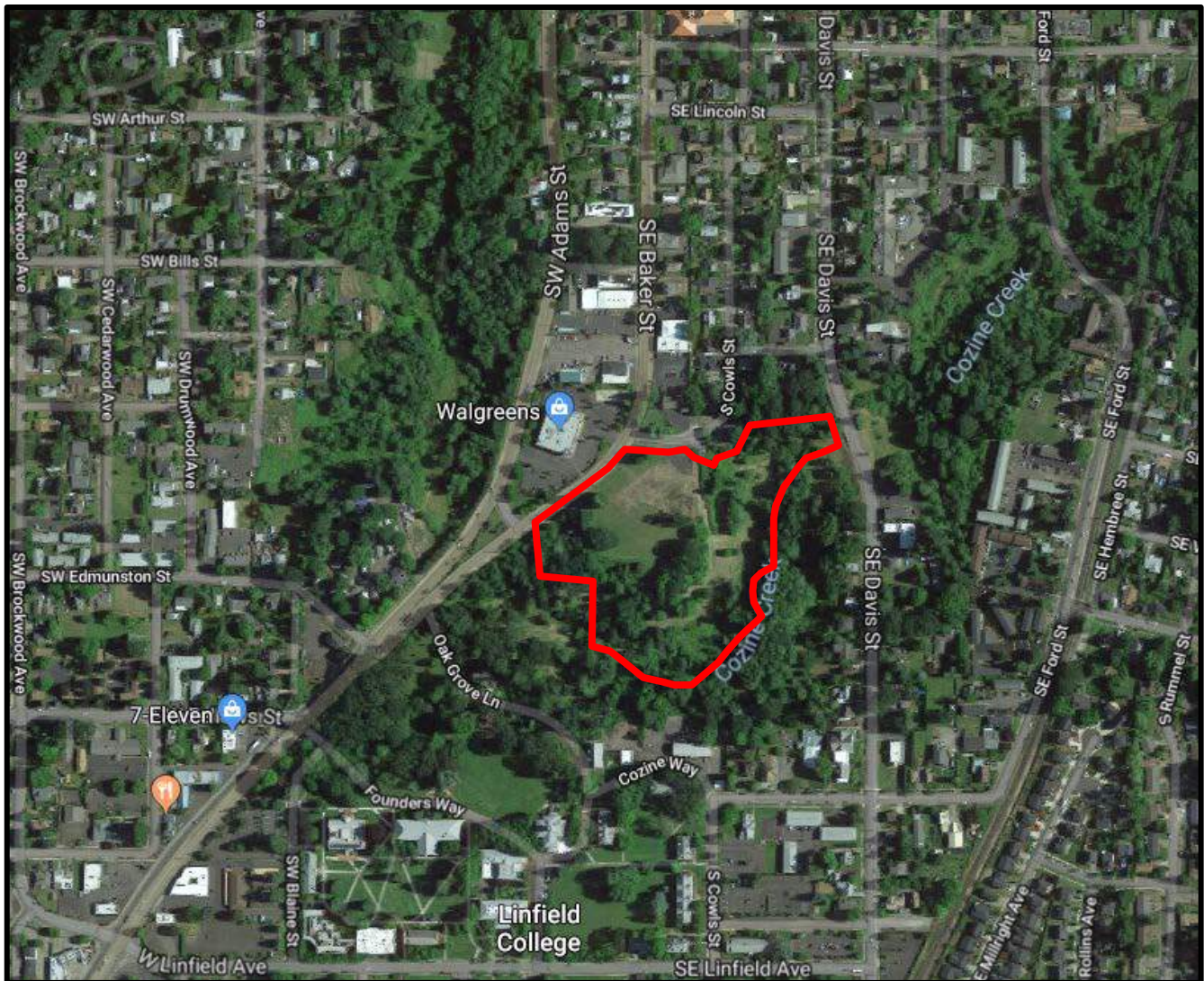
*Exhibit A – CPA 2-18 Decision Document*

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*Planning Commission Minutes, 12-20-18*

**Site Reference Map****Attachments:**

Ordinance No. 5061 including:

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Exhibit B – ZC 4-18 Decision Document

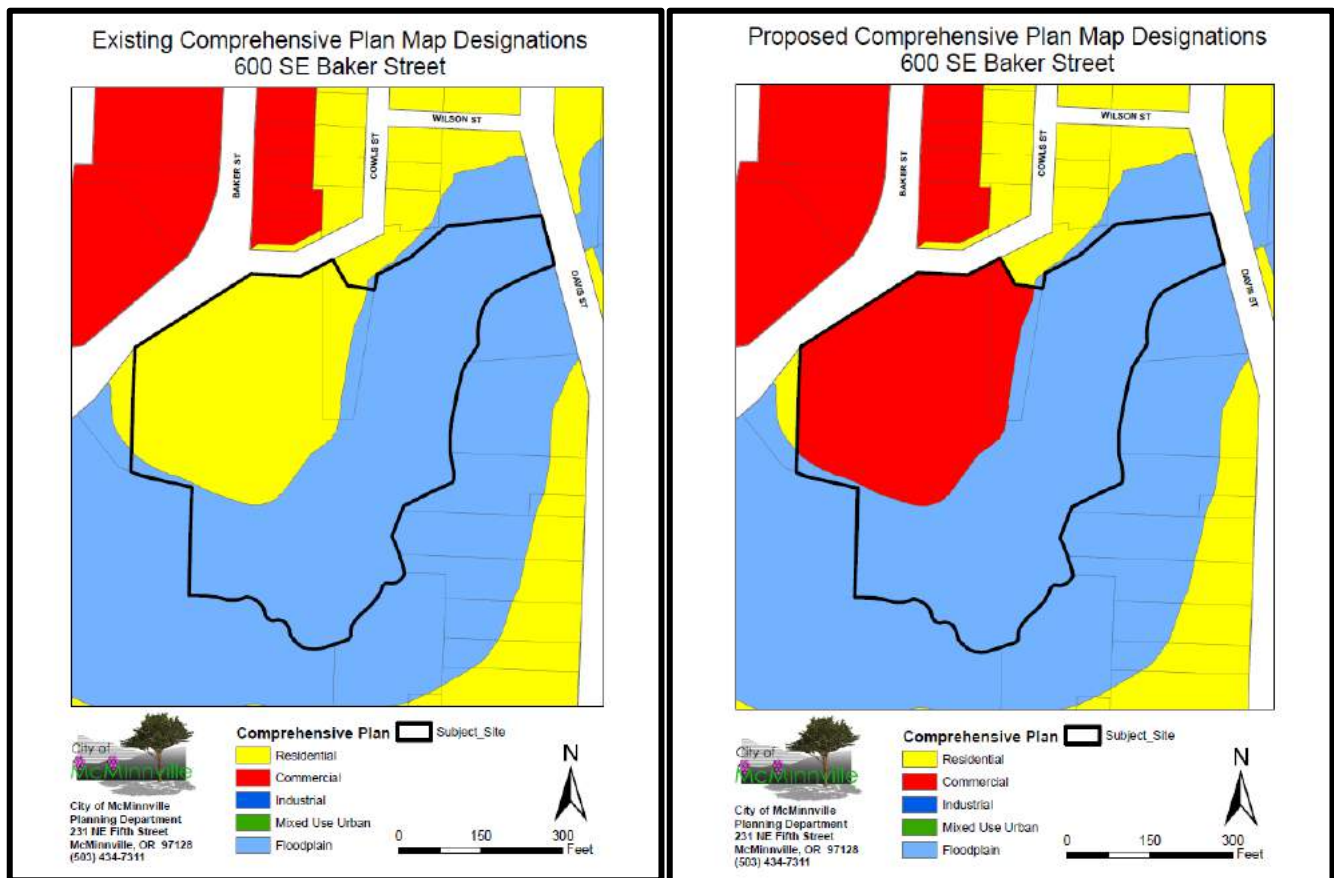
Exhibit C – PDA 1-18 Decision Document

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Planning Commission Minutes, 12-20-18



Reference maps showing the existing and proposed Comprehensive Plan Map and zoning designations of the subject site and the surrounding properties are provided below:



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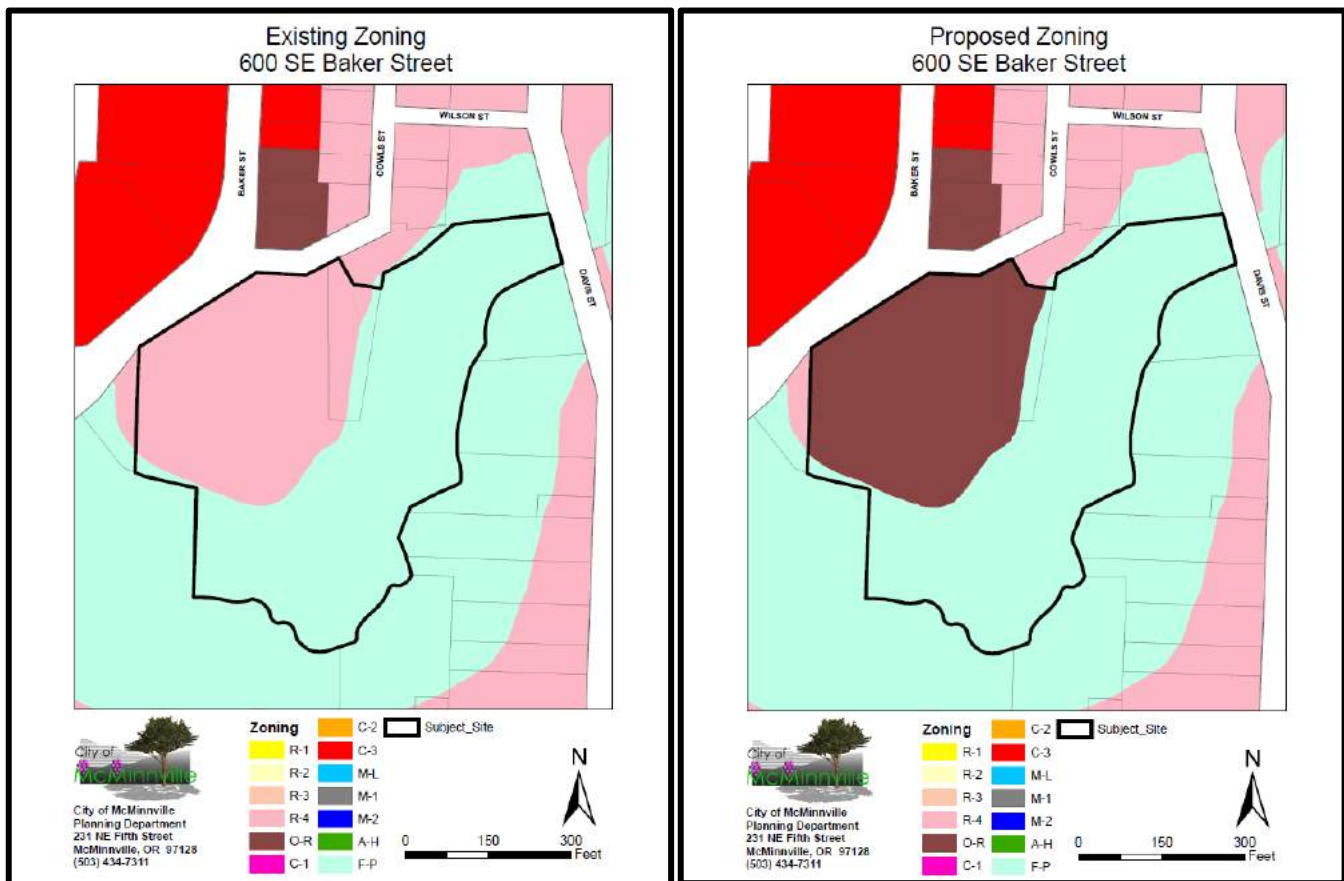
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Planning Commission Minutes, 12-20-18



The applicant has submitted a conceptual development plan for the site, which they have specifically requested to not be binding on the site in any way, to depict the potential office and multiple-family residential uses they anticipate to construct on the site. The concept plan shows the development of an approximately 10,000 square foot office building, and identifies areas to the south of the office building as “future development” areas where up to 24 multiple family dwelling units could be constructed.

The concept plan, ***which again is not proposed to be binding on the site and is not subject to site or design review as part of the proposed Comprehensive Plan Map amendment and zone change***, is identified below:

**Attachments:**

Ordinance No. 5061 including:

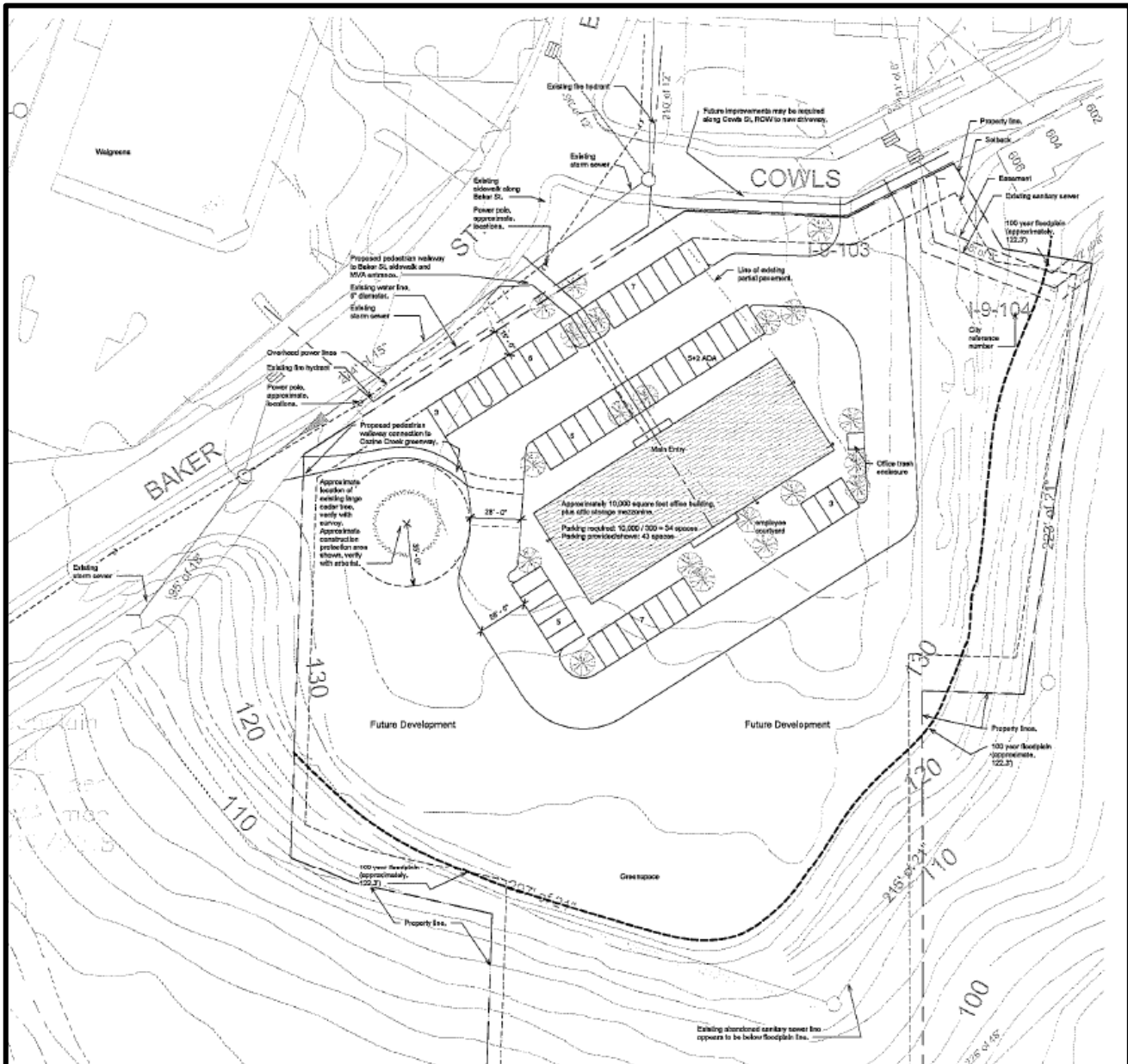
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Planning Commission Minutes, 12-20-18



There are three concurrent requests being made by the applicant. The first is a Comprehensive Plan Map amendment to amend the designation of a portion of the subject site from Residential to Commercial. The second is to change the zoning of the property from R-4 PD (Multiple-Family Residential Planned Development) to O-R (Office/Residential). The third, should the first two requests be approved, is a Planned Development Amendment to adjust the boundary of the Linfield College Master Plan area and Planned Development Overlay District to remove the subject site from that master plan and planned development area.

**Attachments:**

*Ordinance No. 5061 including:*

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Exhibit C – PDA 1-18 Decision Document

### Application Materials

*Planning Commission Minutes, 12-20-18*

## Comprehensive Plan Map Amendment Request (CPA 2-18)

As discussed above, the applicant is requesting an amendment of the Comprehensive Plan Map designation of the property from Residential to Commercial.

### Section 17.74.020

A. The proposed amendment is consistent with the goals and policies of the Comprehensive Plan.

There are numerous Comprehensive Plan Goals and Policies that are applicable to this request. The narrative provided by the applicant identifies those goals and policies in detail, and they have also been identified in the attached decision document.

The Comprehensive Plan goals and policies most applicable to the Comprehensive Plan amendment request are found in Chapter IV (Economy of McMinnville) and Chapter V (Housing and Residential Development). Goals from Chapter III and Chapter IV of the Comprehensive Plan promote the provision of social services and facilities commensurate with the needs of our expanding population, and also to encourage the continued growth and diversification of McMinnville's economy in order to enhance the general well-being of the community and provide employment opportunities for its citizens. Goals from Chapter V of the Comprehensive Plan promote the development of affordable, quality housing for all city residents, and also promote a land-intensive development pattern. More specifically, there are policies that provide guidance in the provision of opportunities for suitable, serviceable commercial sites within the UGB (Policy 21.01), opportunities for the development of a variety of housing types and densities (Policy 58.00), and opportunities for multiple-family developments to encourage lower-cost housing (Policy 59.00). The applicant has used these policies to argue for the amendment of the Comprehensive Plan Map designation from Residential to Commercial.

The most recently acknowledged Economic Opportunities Analysis for the City of McMinnville, which was acknowledged in 2013, identified a deficit of commercial land within the McMinnville Urban Growth Boundary. The deficit was identified at an amount of 35.8 acres, as shown in Figure 26 from the Economic Opportunities Analysis below:

<b>Figure 26. Comparison of Land Demand to Supply (2013-33)</b>				
<b>Acres by Plan Designation</b>				
	<b>Commercial</b>	<b>Industrial</b>	<b>Total</b>	<b>Comments</b>
<b>Vacant Land Demand</b>				Based on 2013-33 jobs forecast
Commercial	164.6	-	164.6	Commercial retail & service need
Industrial	-	145.1	145.1	Manufacturing & related sectors
Institutional	2.2	8.0	10.2	62% of need w/per job method
<b>Totals</b>	<b>166.8</b>	<b>153.2</b>	<b>319.9</b>	Employment land demand
<b>Available Land Supply</b>				Fully & partially vacant sites
2013 BLI Update	130.9	389.1	520.0	Revised per BLI update 7/13
<b>Surplus/(Deficit)</b>	<b>(35.8)</b>	<b>235.9</b>	<b>200.1</b>	As of 2033 forecast year
Notes: All acreage figures are rounded to nearest 1/10 <sup>th</sup> of an acre.				
Source: E. D. Hovee & Company, LLC.				

### Attachments:

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Exhibit B – ZC 4-18 Decision Document

Exhibit C – PDA 1-18 Decision Document

Application Materials

Planning Commission Minutes, 12-20-18

The proposed Comprehensive Plan map amendment would address the commercial land deficit identified in the Economic Opportunities Analysis, as approximately 2.86 acres of additional commercial land would be provided for commercial use. However, it should be noted that the proposal would result in the loss of 2.86 acres of land currently designated as Residential on the Comprehensive Plan Map. In the most recently acknowledged Residential Buildable Lands Inventory, which was prepared in 2001, a need for additional land for housing and residential uses was identified. That inventory, which was titled the McMinnville Buildable Land Needs Analysis and Growth Management Plan, identified a deficit of over 1,000 acres of land for housing in Table B-11 of Appendix B. Therefore, both commercial and residential lands were identified as needed land types in the Economic Opportunities Analysis and Residential Buildable Lands Inventory.

The need for residential land was much higher than the need for additional commercial land (over 1,000 acres of residential land compared to 35.8 acres of commercial land). However, the applicant is arguing that their proposed zone change will still address the residential land need, as they are proposing to change the zoning to the O-R (Office/Residential) zone that allows for both commercial and residential uses. They have also expressed an intent to construct up to 24 residential uses on the subject site in the future. Therefore, the Comprehensive Plan goals and policies related to the provision of opportunities for the development of a variety of housing types and densities (Policy 58.00) and opportunities for multiple-family developments to encourage lower-cost housing (Policy 59.00) are still being satisfied by the proposed Comprehensive Plan Map amendment, as well as the policy related to the provision of opportunities for suitable, serviceable commercial sites (Policy 21.01).

#### Section 17.74.020

- B. The proposed amendment is orderly and timely, considering the pattern of development in the area, surrounding land uses, and any changes which may have occurred in the neighborhood or community to warrant the proposed amendment.

The development pattern in the area surrounding the subject site includes both residential and commercial land uses. The properties to the west and north along Baker Street are currently designated as Commercial on the Comprehensive Plan Map. The subject site, similar to those other commercially designated properties, is located immediately adjacent to Baker Street/Highway 99W, a higher volume roadway that is generally more compatible with commercial uses than residential uses. While land adjacent to the subject site to the east and further northeast along Cows Street is designated as Residential on the Comprehensive Plan, the change of the subject site to Commercial is not inconsistent with the treatment of other areas along the Highway 99W corridor, both to the south and north of the subject site. In both directions along the Highway 99W corridor, the properties fronting and immediately adjacent to Highway 99W are designated as Commercial, with the lands on the other side of those properties being designated as Residential, showing a transition from Commercial to Residential as properties are located further from the major roadway. That pattern of land use designation can be seen below (the subject site is identified and outlined in black, with the boundary being approximate):

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#### *Attachments:*

*Ordinance No. 5061 including:*

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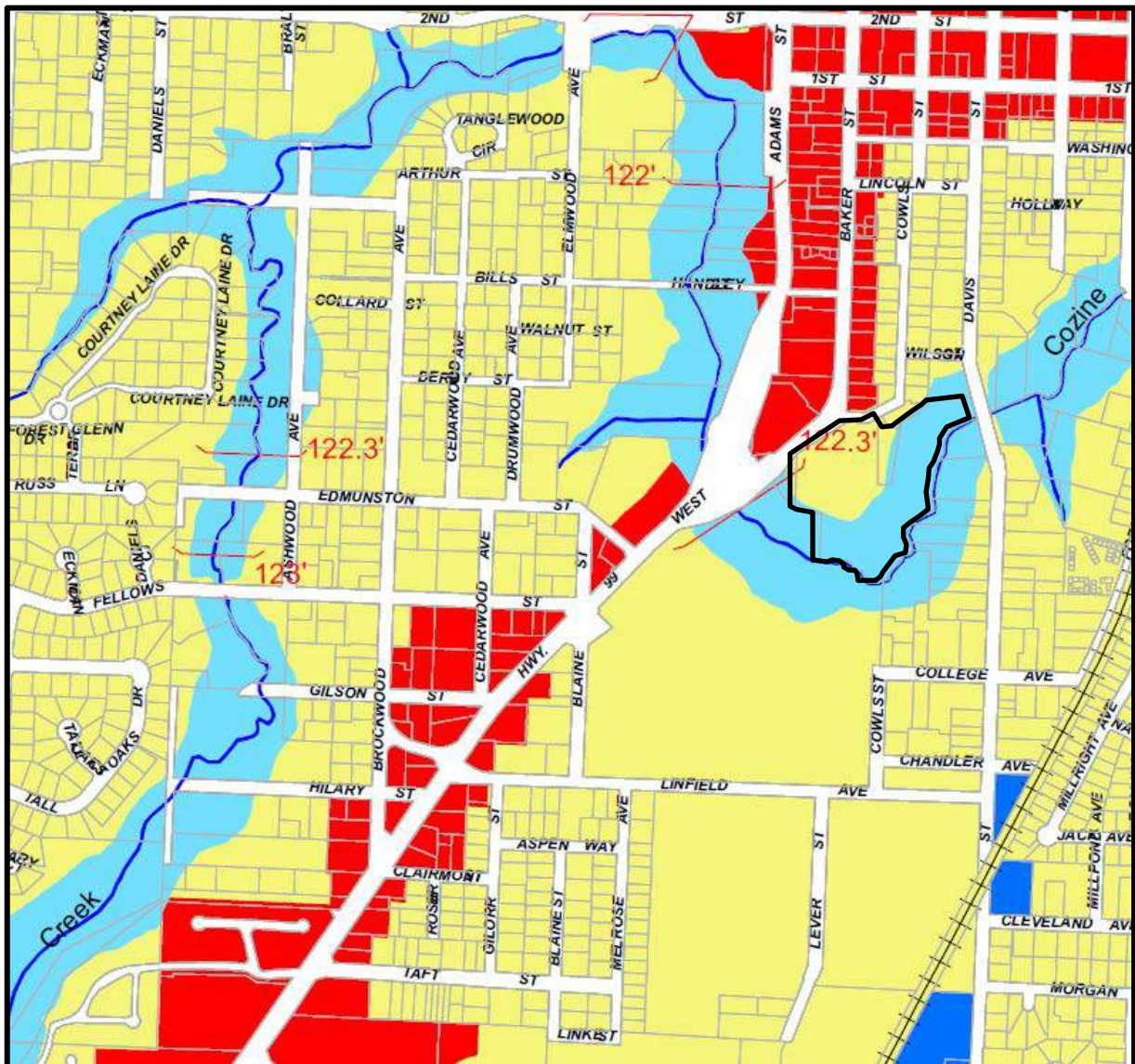
*Exhibit B – ZC 4-18 Decision Document*

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*Planning Commission Minutes, 12-20-18*





Given the surrounding land uses and development pattern, the proposed amendment of the Comprehensive Plan Map designation from Residential to Commercial is orderly and timely. The commercial land use will complement the other commercial lands surrounding the subject site, and the proposed zone change (should the Comprehensive Plan Map amendment be approved) will ensure a transition from commercial to residential use. This is more applicable and will be described in more detail in the findings for the proposed zone change to the O-R (Office/Residential) zone below.

#### Section 17.74.020

- C. Utilities and services can be efficiently provided to serve the proposed uses or other potential uses in the proposed zoning district.

*Utility and Service Provision:* This area is well served by existing sanitary and storm sewer systems as well as other public utilities. The Engineering Department has reviewed this proposal and has offered no concerns with providing adequate services to this site to support development at the subject site. At

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the time of development of the site, all necessary utilities and improvements will be required to be completed along with the building permit activities.

**Street System:** The applicant has provided a traffic impact analysis that concluded that the surrounding street network has the capacity to accommodate the number of trips that would result from the applicant's request to amend the Comprehensive Plan Map designation and complete a zone change to allow the development of office and residential uses on the subject site.

The traffic impact analysis included an analysis of the impacts of development of the site on three intersections near the subject site, at Baker Street and SE Handley Street, Baker Street and Cowsley Street, and Baker Street and the Adams Street U-turn. The analysis also considered the worst case trip generation within the existing Comprehensive Plan Map designation and zone, compared to the reasonable worst case trip generation within the proposed Comprehensive Plan Map designation and zone. The existing zoning of R-4 PD (Multiple Family Residential Planned Development) includes a Planned Development that actually does not specify any particular use on the subject site, only showing it as vacant and noting that future use of the property needed to be determined by Linfield College. Therefore, the applicants assumed the worst case trip generation in the existing zone to be a maximum build out of the number of apartment units that would be allowed in the underlying R-4 zone (83 units based on the lot size). The worst case trip generation was assumed based on the type of development that would be allowed in the zoning district being proposed, should the Comprehensive Plan Map amendment be approved.

The Engineering Department and the Oregon Department of Transportation reviewed the traffic impact analysis, and neither had any concerns with the analysis or the findings. There were some changes in the number of trips and the operation of the intersections included in the traffic impact analysis, which will be discussed in more detail in the findings for the zone change below.

### **Zone Change Request (ZC 4-18)**

Should the Comprehensive Plan Map amendment from Residential to Commercial be approved, the applicant is also requesting that the property be rezoned from R-4 PD (Multiple-Family Residential Planned Development) to O-R (Office/Residential) to allow for the development of both office and residential uses on the subject site.

#### **Section 17.74.020**

A. The proposed amendment is consistent with the goals and policies of the Comprehensive Plan.

There are numerous Comprehensive Plan Goals and Policies that are applicable to this request. The narrative provided by the applicant identifies those goals and policies in detail, and they have also been identified in the attached decision document.

### **General Comprehensive Plan Goals & Policies**

The Comprehensive Plan goals and policies most applicable to the zone change request are found in Chapter II (Natural Resources), Chapter III (Cultural, Historical, & Educational Resources), Chapter IV (Economy of McMinnville) and Chapter V (Housing and Residential Development).

Relative to Natural Resources, Goal II 1 is "To preserve the quality of the air, water, and land resources within the planning area". A policy to support that goal is Policy 9.00, which states that "The City of

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McMinnville shall continue to designate appropriate lands within its corporate limits as “floodplain” to prevent flood induces property damages and to retain and protect natural drainage ways from encroachment by inappropriate uses”. As shown in the maps of the site above, a portion of the subject site is currently designated as Flood Plain on the Comprehensive Plan Map and zoned F-P (Flood Plain). These designation and zone areas are the same as the 100-year (or 1% annual chance) floodplain areas as identified on the Federal Emergency Management Agency (FEMA) Flood Insurance Rate Map (FIRM) panels. The applicant is not proposing to change the plan designation or zone within the floodplain area, and has stated in the application that this area of the site will be protected. There are numerous regulations in the McMinnville City Code that limit development in the floodplain areas. However, the applicant has also stated that they will continue to partner with Linfield College and the Greater Yamhill Watershed Council in their efforts to restore the Cozine Creek property between the subject site and the Linfield College campus by re-establishing native plant species.

A goal from Chapter III of the Comprehensive Plan is to promote the provision of “social services and facilities commensurate with the needs of our expanding population, properly located to service the community and to provide positive impacts on surrounding areas”. The applicant, MV Advancements, is an organization that provides social services to individuals who experience disabilities. They have selected the subject site due to its location, being in close proximity to other community services that their clients would need to access. The proximity to downtown McMinnville and the other social service providers in that area allows for the MV Advancements site to still easily provide its services to the community. The site is located on a public transit route, an important locational factor for this social service use as many of their clients rely on public transit for transportation services. Both local routes (Route 2 and Route 3) serve the subject site, with northbound Route 2 passing immediately adjacent to the site, and southbound Route 3 passing close to the site on Adams Street just west of the subject site before Adams Street connects back with SE Baker Street heading southwest. Both of those routes run at regular 10-minute intervals throughout the day on all weekdays, providing connections throughout the city and also to the transit center where connections can be made with other routes.

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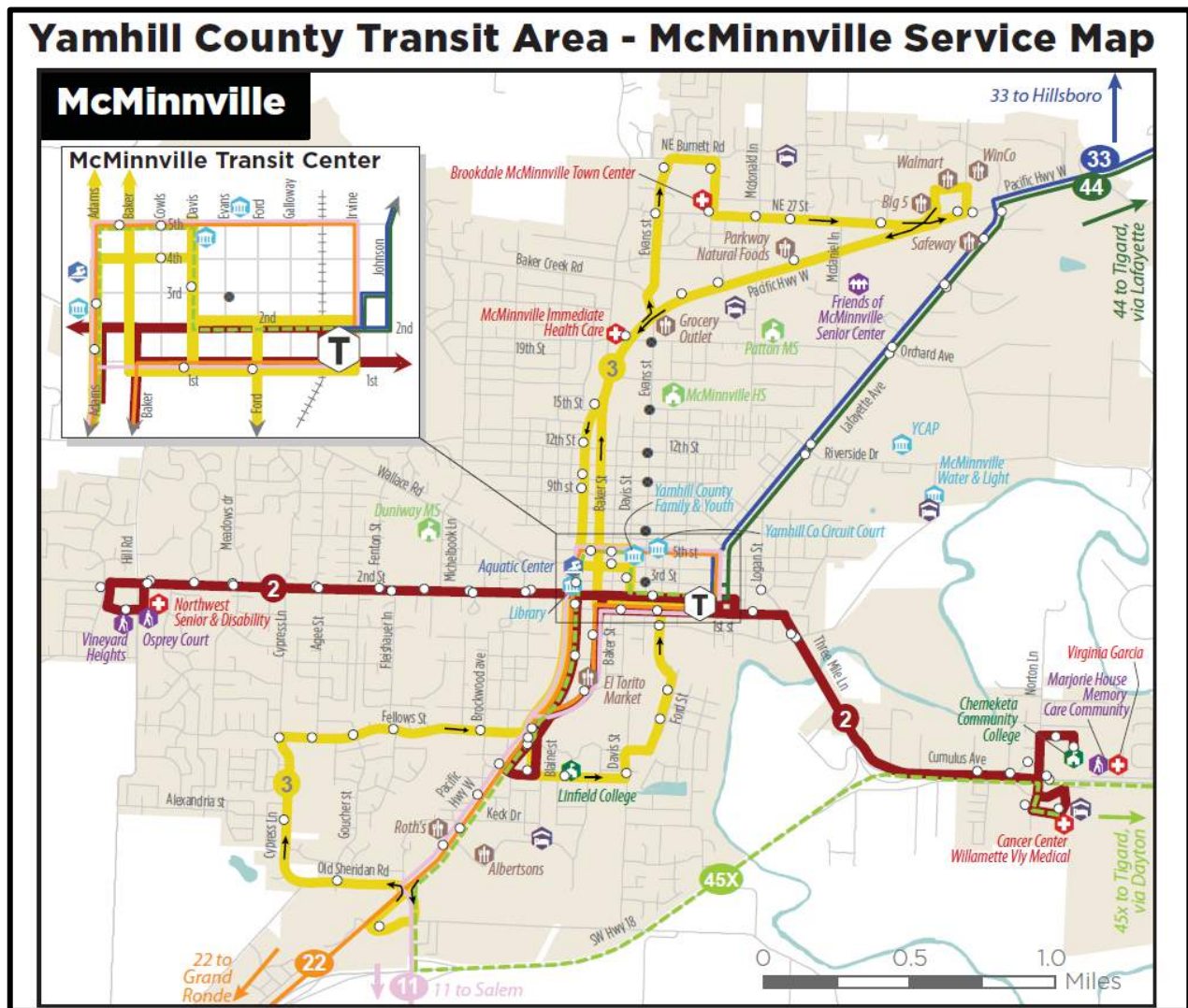
*Exhibit B – ZC 4-18 Decision Document*

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The Comprehensive Plan also includes goals and policies related to the economy and commercial services in McMinnville. A goal from Chapter IV of the Comprehensive Plan is to “encourage the continued growth and diversification of McMinnville’s economy in order to enhance the general well-being of the community and provide employment opportunities for its citizens.” Policy 21.01 further states that the City shall “provide an adequate number of suitable, serviceable [commercial] sites in appropriate locations within its UGB”. The most recently acknowledged Economic Opportunities Analysis for the City of McMinnville, which was acknowledged in 2013, identified a deficit of commercial land within the McMinnville Urban Growth Boundary. The deficit was identified at an amount of 35.8 acres, as shown in Figure 26 from the Economic Opportunities Analysis below:

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**Figure 26. Comparison of Land Demand to Supply (2013-33)**

Acres by Plan Designation			Comments
	Commercial	Industrial	
<b>Vacant Land Demand</b>			Based on 2013-33 jobs forecast
Commercial	164.6	-	164.6 Commercial retail & service need
Industrial	-	145.1	145.1 Manufacturing & related sectors
Institutional	2.2	8.0	10.2 62% of need w/per job method
<b>Totals</b>	<b>166.8</b>	<b>153.2</b>	<b>319.9</b> Employment land demand
<b>Available Land Supply</b>			Fully & partially vacant sites
2013 BLI Update	130.9	389.1	520.0 Revised per BLI update 7/13
<b>Surplus/(Deficit)</b>	<b>(35.8)</b>	<b>235.9</b>	<b>200.1</b> As of 2033 forecast year

Notes: All acreage figures are rounded to nearest 1/10<sup>th</sup> of an acre.

Source: E. D. Hovee & Company, LLC.

The proposed Comprehensive Plan map amendment would address the commercial land deficit identified in the Economic Opportunities Analysis, as approximately 2.86 acres of additional commercial land would be provided for commercial use. However, it should be noted that the proposal would result in the loss of 2.86 acres of land currently designated as Residential on the Comprehensive Plan Map. In the most recently acknowledged Residential Buildable Lands Inventory, which was prepared in 2001, a need for additional land for housing and residential uses was identified. That inventory, which was titled the McMinnville Buildable Land Needs Analysis and Growth Management Plan, identified a deficit of over 1,000 acres of land for housing in Table B-11 of Appendix B.

Therefore, both commercial and residential lands were identified as needed land types in the Economic Opportunities Analysis and Residential Buildable Lands Inventory. The need for residential land was much higher than the need for additional commercial land (over 1,000 acres of residential land compared to 35.8 acres of commercial land). However, the applicant is arguing that their proposed zone change will still address the residential land need, as they are proposing to change the zoning to the O-R (Office/Residential) zone that allows for both commercial and residential uses. They have expressed an intent to construct up to 24 residential uses on the subject site in the future.

In regards to the existing status of the subject site, the applicant is arguing that the residentially zoned land was not actually available for development of residential uses. The applicant has stated that this land, because it was owned by Linfield College, was not considered as buildable in the last Residential Buildable Lands Inventory. In the Linfield College Master Plan (as approved and adopted under a Planned Development Overlay District by Ordinance 4739), the subject site was shown as vacant land with no specific future land use identified. There were statements in the Master Plan that Linfield College still needed to determine what the future use of the subject site would be. The applicant has provided a letter of support from Linfield College, who currently owns the subject site, providing evidence of their support for the applicant's intended use of the site and the ability to construct up to 24 residential units in conjunction with MV Advancements services or for senior housing. The letter of support states that the sale of the property will include a restrictive covenant to limit the number of residential dwelling units to 24 units, and also states that Linfield College had never considered the sale of the property to allow for the development of the maximum number of dwelling units that the underlying zoning might allow. This supports the applicants arguments that the current site was actually not

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Planning Commission Minutes, 12-20-18

available for the development of residential uses, and that it will now be available for up to 24 dwelling units, along with the commercial office space.

Goals from Chapter V of the Comprehensive Plan promote the “development of affordable, quality housing for all city residents” (Goal V 1), and also to “promote a residential development pattern that is land intensive and energy-efficient, that provides for an urban level of public and private services, and that allows unique and innovative development techniques to be employed in residential designs” (Goal V 2). More specifically, there are policies that provide guidance in the provision of opportunities for the development of a variety of housing types and densities (Policy 58.00), and opportunities for multiple-family developments to encourage lower-cost housing (Policy 59.00). The applicant has used these policies to argue for the zone change from R-4 PD (Multiple Family Residential Planned Development) to O-R (Office/Residential).

The proposed zone change to O-R results in the establishment of a commercial zone on the property. However, it is a zone that allows for mixed use and both commercial and residential uses. The ability to have a mix of uses on the subject site will allow for unique and innovative development techniques in the establishment of both office and residential units on the subject site. The applicant has also provided evidence (in the form of a letter of support) that restrictive covenants will be placed on the site to limit the residential uses of the site to those types that would be in conjunction with MV Advancements services (which are provided to individuals with disabilities) or for senior housing. The provision of this type of housing will provide a variety of housing types and potentially lower-cost housing. Therefore, the Comprehensive Plan goals and policies related to the provision of opportunities for the development of a variety of housing types and densities (Policy 58.00) and opportunities for multiple-family developments to encourage lower-cost housing (Policy 59.00) are still being satisfied by the proposed zone change, even though the zone change results in a commercial zoning designation.

### **Locational Comprehensive Plan Policies**

As stated above, the zone change request satisfies multiple Comprehensive Plan goals and policies by providing for additional commercially zoned land, which is identified as a needed land type, while still providing opportunities for multiple family residential housing. While the proposed zone change results in a commercial zoning designation (in the Office/Residential zone), there are more specific policies that could apply to the zone change request to determine whether the specific subject site is appropriate for higher density residential development, as that type of use is permitted in the O-R (Office/Residential) zone. Those policies provide specific factors to be considered in the designation of areas for high-density residential development (Policy 71.13) and also specific multiple-family development policies that must be achieved with the development of multiple-family uses on the subject site (Policy 86.00 through 92.02).

Comprehensive Plan Policy 71.13 provides factors that should serve as criteria in determining areas appropriate for high-density residential development, which is what the applicant is proposing with the request to rezone the property to O-R (Office/Residential) to provide for both office and multiple family residential uses. Those factors in Policy 71.13 are as follows:

1. Areas which are not committed to low or medium density development;
2. Areas which can be buffered by topography, landscaping, collector or arterial streets, or intervening land uses from low density residential areas in order to maximize the privacy of established low density residential areas;
3. Areas which have direct access from a major collector or arterial street;

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4. Areas which are not subject to development limitations;
5. Areas where the existing facilities have the capacity for additional development;
6. Areas within a one-half mile wide corridor centered on existing or planned public transit routes;
7. Areas within one-quarter mile from neighborhood and general commercial shopping centers; and
8. Areas adjacent to either private or public permanent open space.

The subject site is not committed to low or medium density development, as the current underlying zoning is technically R-4 (Multiple Family Residential), but is overlaid by a Planned Development Overlay District that does not specify any future land use type. The subject site is bounded on the west by an arterial street (SE Baker Street/Highway 99W), and to the south and southeast by topography and the Cozine Creek, providing buffering and privacy between the subject site and adjacent properties. The only property immediately adjacent to the subject site, located immediately east along Cowls Street, is zoned R-4 (Multiple Family Residential) so therefore is not low density residential. While the Comprehensive Plan policies do not require locational factors and buffering from other adjacent high density residential areas, the proposed O-R (Office/Residential) zone includes some yard requirements that will provide setbacks and spacing between buildings and property lines, as well as a limitation on building height to no more than 35 feet, which is the maximum building height in lower density residential zones. These standards will provide some buffering from adjacent residential areas, even though they are also high density zones.

The site does have frontage on an arterial street. As shown in the Transportation System Plan street functional classification system map below, SE Baker Street/Highway 99W is classified as a major arterial street. However, the applicant is proposing to only provide access to the site from Cowls Street, given the traffic and safety concerns with having a new access directly onto SE Baker Street in this location near the connection of Adams and Baker Streets, and also in such close proximity to the existing intersection at Baker Street and Cowls Street. The applicant submitted a traffic impact analysis, which will be discussed in more detail below, showing that the site's access onto Cowls Street can be accommodated without any significant impacts on the surrounding street network. Comprehensive Plan Policy 91.00 provides some additional flexibility in the type of street that a multiple-family residential development should be accessed from. Specifically, Policy 91.00 states that "Multiple-family housing developments shall be required to access off of arterials or collectors or streets determined by the City to have sufficient carrying capacities to accommodate the proposed development." Given the findings of the traffic impact analysis, it can be found that the site has appropriate access for higher density development that would be allowed in the O-R (Office/Residential) zone.

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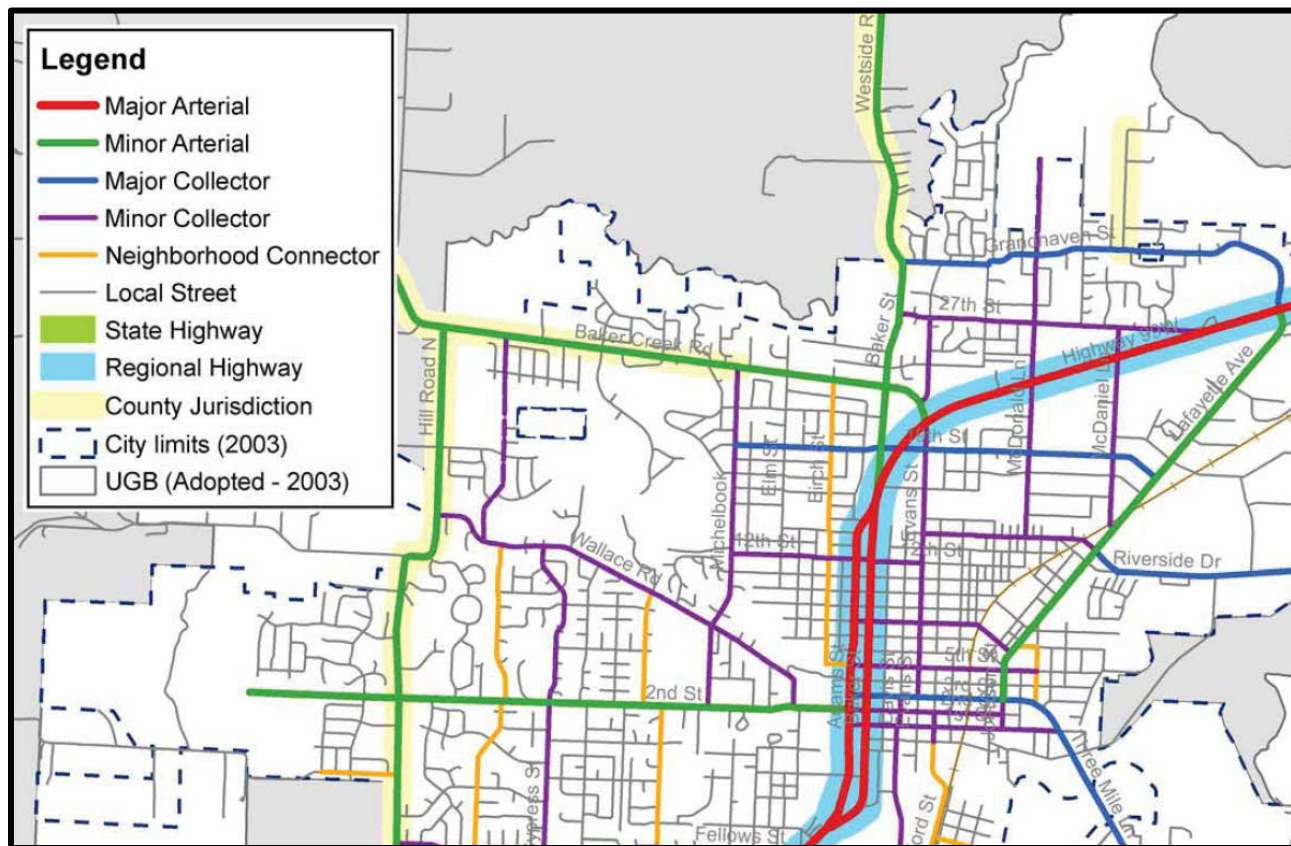
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There are not any major development limitations with the subject site, and the Engineering Department has not identified any issues with providing services and infrastructure to the subject site to support higher density residential development.

As discussed in more detail above, existing transit service is located in close proximity to the site. Routes 2 and 3 along Adams and Baker Streets are well within one-half mile of the subject site. The subject site is also located well within one-quarter mile of commercially zoned property, with commercially zoned property immediately across Baker Street from the subject site and other O-R zoned property located north of the subject site across Cowls Street. These commercially zoned properties currently provide retail uses and other commercial services (professional office, medical, salon, etc.) in close proximity to the subject site.

In regards to private or public open space, there is some private open space on the subject site in the areas that are designated as floodplain. These areas are protected in the McMinnville City Code, as development in the floodplain areas is very limited. In addition, the applicant is proposing to maintain this area as natural open space, with statements in the application that they will be partnering with Linfield College and the Greater Yamhill Watershed Council in their efforts to restore the Cozine Creek property between the subject site and the Linfield College campus by re-establishing native plant species. However, the Planning Commission found that the floodplain area would not meet the required private open space. Because there are no other public open spaces adjacent to the site, the Planning Commission recommended that a condition of approval be included to require that, if the site is

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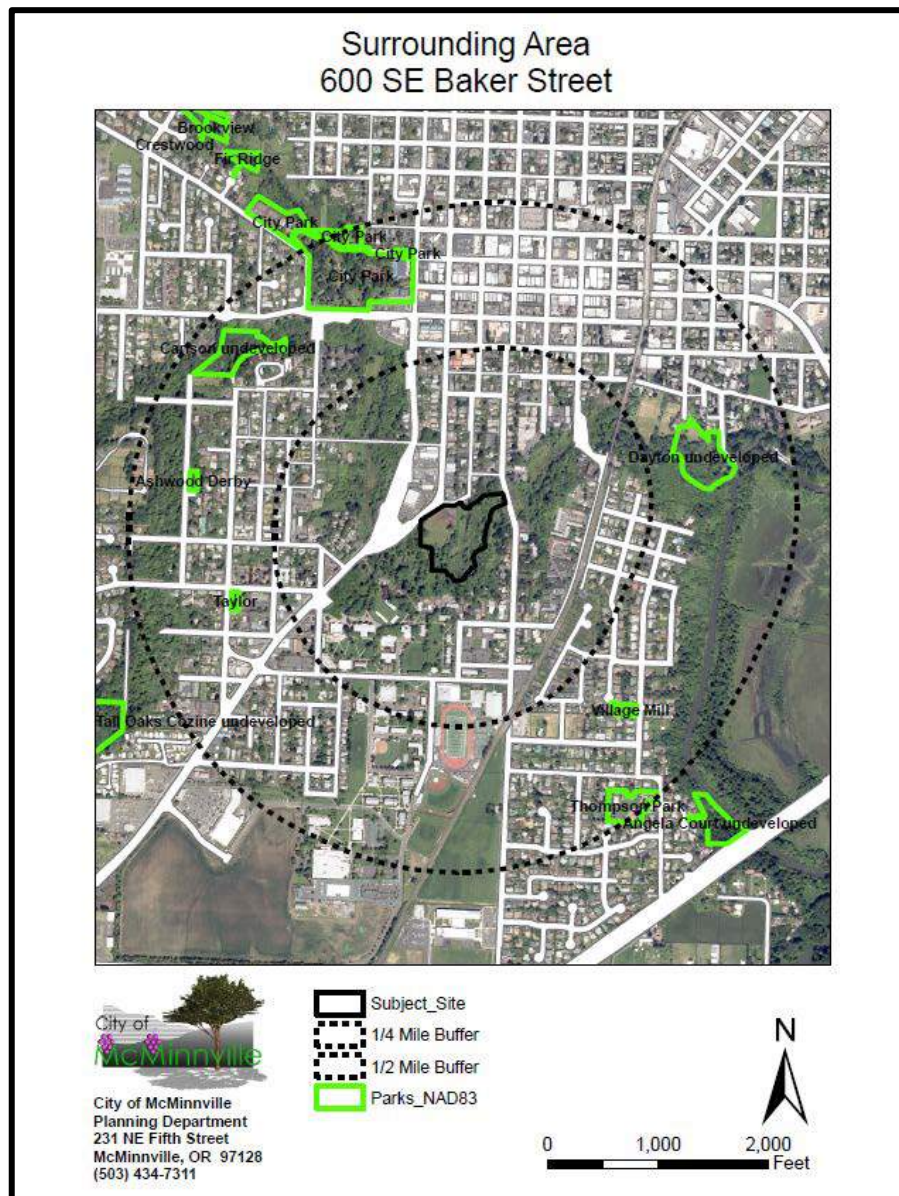
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eventually developed with multiple family residential uses, an area equivalent to 7 percent of the gross area of the site be reserved for usable open space for residents of the multiple family development site.

For reference, a map showing the locations of amenities surrounding the subject site is provided below:



### Residential Design and Multiple-Family Development Comprehensive Plan Policies

The Comprehensive Plan includes specific policies related to Residential Design, which the applicant provided findings for in their application materials. While these policies are important, the proposal and request before the Planning Commission does not include a review of the applicant's development plan or concept plan. However, it should be noted that the concept plan provided does meet the residential design policies, specifically in that it preserves distinctive natural features in the floodplain and creek

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areas (Policy 80.00) and provides pedestrian paths to connect with other activity centers with connections to the surrounding sidewalk network and the Linfield College path to the southwest (Policy 81.00).

The Comprehensive Plan also includes policies that must be achieved with the development of multiple-family uses on any particular site. Again, the proposed zone change would result in a commercial zoning designation, but because the proposed zone would allow for multiple-family residential uses and the applicant has stated an intention of developing up to 24 dwelling units, the policies should be considered. Some of these are similar to the locational factors in Policy 71.13, including the street access to the site, and the site's proximity to transit routes and general commercial shopping centers. Policy 90.00 states that "greater residential densities shall be encouraged to locate along major and minor arterials, within one-quarter mile from neighborhood and general commercial shopping centers, and within a one-half mile wide corridor centered on existing or planned public transit routes". Another policy in particular (Policy 92.02) requires higher density housing to be located within a "reasonable walking distance" to shopping, schools, parks and public transportation. This distance is not specifically defined, but a typical distance used for a reasonable walking distance is one-quarter mile. As discussed in more detail above, the site is well within one-quarter mile of commercial uses and public transportation. There are no parks within one-quarter mile, but private open space is provided on the subject site in the floodplain area and natural open space along the Cozine Creek, and a condition of approval is included to require that, if the site is eventually developed with multiple family residential uses, an area equivalent to 7 percent of the gross area of the site be reserved for usable open space for residents of the multiple family development site.

#### Section 17.74.020

- B. The proposed amendment is orderly and timely, considering the pattern of development in the area, surrounding land uses, and any changes which may have occurred in the neighborhood or community to warrant the proposed amendment.

The development pattern in the area surrounding the subject site includes both residential and commercial land uses and zones. The properties to the west and north between Adams Street and Baker Street are currently zoned C-3 (General Commercial). Properties immediately to the north of the subject site, but also fronting Baker Street are currently zoned O-R (Office/Residential), the same zone the applicant is proposing for the subject site. The subject site, similar to those other commercially zoned properties, is located immediately adjacent to Baker Street/Highway 99W, a higher volume roadway that is generally more compatible with commercial uses than residential uses. While land adjacent to the subject site to the east and further northeast along Cows Street is zoned R-4 (Multiple Family Residential), the change of the subject site to the O-R (Office/Residential) zone is not inconsistent with the treatment of other areas along this portion of the Highway 99W corridor.

Also, the proposed O-R (Office/Residential) zone at this location meets multiple other goals or intended uses for the O-R zone. Specifically, the purpose statement for the O-R (Office/Residential) zone in Section 17.24.010 of the McMinnville City Code states:

The purpose and intent of this zone is at least two-fold. One, it may be used to provide a transition and buffer area between commercially zoned and residentially zoned areas; and two, it is intended to provide an incentive for the preservation of old and historical structures. It may also serve as a buffer zone along major arterials between the roadway and the interior residential areas. Therefore, the requirements set forth herein should be interpreted in relationship to the protection of abutting residential areas. Implementation and interpretation should take into

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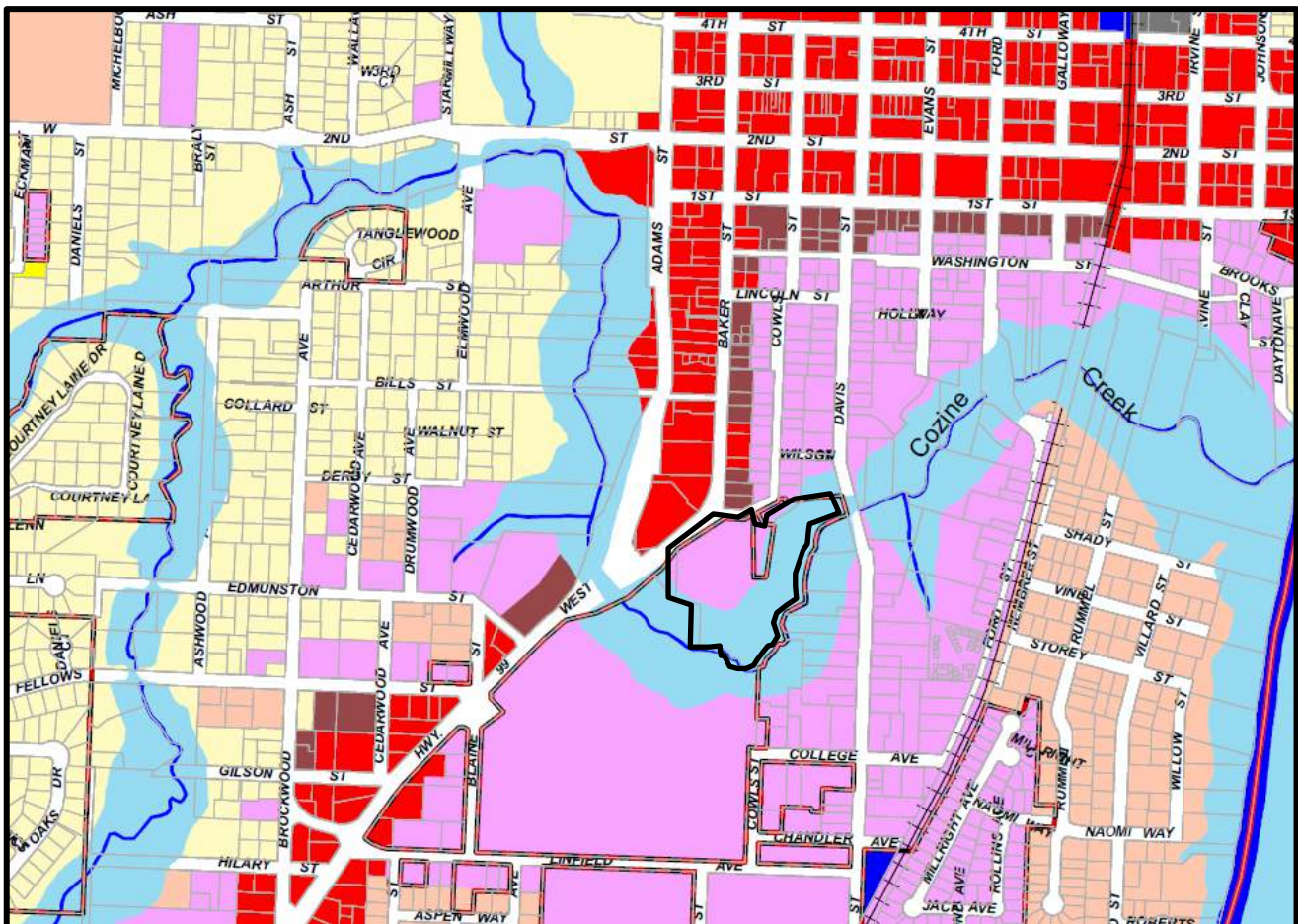
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consideration those factors conducive to a healthy place to live, and improvements should be in scale and relationship to surrounding property uses.

The proposed zone change would be consistent with the purpose of the O-R (Office/Residential) zone, as the subject site is located between commercially zoned property across Baker Street to the west and residentially zoned property along Cows Street to the east. The change to the O-R zone would provide a transition between commercial and residential zones, and also would serve as a buffer zone along the major arterial roadway, that being Baker Street/Highway 99W, and the interior residential areas further east and northeast along Cows Street. The O-R (Office/Residential) zone also includes some yard requirements that will provide setbacks and spacing between buildings and property lines, as well as a limitation on building height to no more than 35 feet, which is the maximum building height in lower density residential zones. These standards would not apply if the request was to change to another commercial zone such as C-3 (General Commercial), and will provide some buffering from the adjacent residential areas.

The zoning map in the area surrounding the subject site can be seen below, showing other properties in the vicinity that are currently zoned O-R (Office/Residential) that provide for a transition between commercial and residential zones. The subject site is identified and outlined in black (boundary is approximate):



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Given the surrounding land uses and development pattern, the proposed zone change is orderly and timely. The change to the O-R (Office/Residential) zone will complement the other commercially zoned lands surrounding the subject site, and will ensure a transition from commercial to residential use.

Section 17.74.020

- C. Utilities and services can be efficiently provided to serve the proposed uses or other potential uses in the proposed zoning district.

*Utility and Service Provision:* This area is well served by existing sanitary and storm sewer systems as well as other public utilities. The Engineering Department has reviewed this proposal and has offered no concerns with providing adequate services to this site to support development at the subject site. At the time of development of the site, all necessary utilities and improvements will be required to be completed along with the building permit activities.

*Street System:* The applicant has provided a traffic impact analysis that concluded that the surrounding street network has the capacity to accommodate the number of trips that would result from the applicant's request to amend the Comprehensive Plan Map designation and complete a zone change to O-R (Office/Residential) to allow the development of office and residential uses on the subject site.

The traffic impact analysis included an analysis of the impacts of development of the site on three intersections near the subject site, at Baker Street and SE Handley Street, Baker Street and Cows Street, and Baker Street and the Adams Street U-turn. In determining site generated traffic and trip distribution, it was determined that a majority of the traffic to and from the site would come to and from Highway 99W, with 45% of the trips to and from Adams Street and 50% of the trips to and from Baker Street. Only 5% of the trips were determined to travel to and from Cows Street, so no intersections on Cows Street were included in the traffic impact analysis.

The analysis also considered the Oregon Transportation Planning Rule (TPR) to ensure that the proposed development would not have any significant effect on any existing or planned transportation facility. To analyze the potential effects of the proposed development, the worst case trip generation within the existing Comprehensive Plan Map designation and zone was compared to the reasonable worst case trip generation within the proposed Comprehensive Plan Map designation and zone. The existing zoning of R-4 PD (Multiple Family Residential Planned Development) includes a Planned Development Overlay District that actually does not specify any particular use on the subject site, only showing it as vacant and noting that future use of the property needed to be determined by Linfield College. Therefore, the applicants assumed the worst case trip generation in the existing zone to be a maximum build out of the number of apartment units that would be allowed in the underlying R-4 zone (83 units based on the lot size). The worst case trip generation for the proposed O-R (Office/Residential) zone was assumed based on the type of development that would be allowed in that zone. Specifically, it was assumed that worst case trip generation in the proposed zone would result from the buildout of only office uses on the site. An assumption was made that 40% of the buildable portion of the subject site (that area being outside of the floodplain) would be developed with a building, allowing for the rest of the area to be used for landscaping, parking, setbacks, and other associated improvements. This resulted in an assumed 49,835 square foot office building.

The traffic impact analysis determined that the proposed zone change could result in a net increase in trips from what could be developed in the existing, underlying R-4 zone. Again, this is based on the

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buildout of a 49,835 square foot office building. The net change in trips under the existing and proposed zoning is provided below:

**Table 1. Trip Generation of Existing Zoning vs. Proposed Zoning**

Existing Zoning Description & ITE Code	Units	Daily	Weekday AM Peak Hour			Weekday PM Peak Hour		
			Total	In	Out	Total	In	Out
Multifamily Housing (Mid-Rise) (ITE #221)	83	451	29	7	22	37	23	14
Proposed Zoning Description & ITE Code	KSF	Daily	Weekday AM Peak Hour			Weekday PM Peak Hour		
			Total	In	Out	Total	In	Out
General Office (ITE #710)	49.835	540	73	63	10	59	9	50
Net Increase in Trips		+89	+44	+56	-12	+22	-14	+36

Source: ITE Trip Generation Manual, 10<sup>th</sup> Edition

Fitted curve equations used

KSF = 1000 square feet

After identifying trip generation, those trips were then entered into a traffic model to determine impacts and functionality of the surrounding street network. The traffic analysis showed that all of the intersections included in the analysis would continue to function under the mobility standard for Oregon Department of Transportation highways, which is an intersection V/C ratio of 0.90. The intersection V/C ratios were all well under that 0.90 level, and therefore found acceptable by Oregon Department of Transportation and the City of McMinnville. The overall intersection V/C, which is a calculation of volume to capacity, increase only slightly between the 2023 background traffic and 2023 traffic including the development of the subject site. Those slight increases occurred at Baker/Handley and Baker/Cowls in the PM peak hour, and at Baker/Adams U-Turn during the AM peak hour. However, it should be noted that intersection V/C actually improved in a few situations, including at Baker/Cowls in the AM peak hour and at Baker/Adams U-Turn in the PM peak hour.

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**Table 2. SE Baker Street (Highway 99W)/SE Handley Street**

Traffic Scenario	2010 HCM Methodology	
	Weekday AM Peak Hour	Weekday PM Peak Hour
	Intersection V/C	Intersection V/C
2018 Existing Traffic	0.03	0.05
2023 Background Traffic	0.03	0.09
2023 Total Traffic	0.03	0.11

Note: 2010 Highway Capacity Manual methodology used in analysis.

**Table 3. SE Baker Street (Highway 99W)/SE Cows Street**

Traffic Scenario	2010 HCM Methodology	
	Weekday AM Peak Hour	Weekday PM Peak Hour
	Intersection V/C	Intersection V/C
2018 Existing Traffic	0.06	0.16
2023 Background Traffic	0.16	0.38
2023 Total Traffic	0.10	0.40

Note: 2010 Highway Capacity Manual methodology used in analysis.

**Table 4. SE Baker Street (Highway 99W)/Adams U-turn**

Traffic Scenario	2010 HCM Methodology	
	Weekday AM Peak Hour	Weekday PM Peak Hour
	Intersection V/C	Intersection V/C
2018 Existing Traffic	0.06	0.06
2023 Background Traffic	0.08	0.14
2023 Total Traffic	0.13	0.09

Note: 2010 Highway Capacity Manual methodology used in analysis.

More detailed analysis of the operations of each movement at each intersection were provided in Appendix G of the Traffic Impact Analysis (Synchro Intersection Capacity Analysis Report Outputs). A summary of the worst movements at each intersection are provided below. Again, only minor changes occurred in the delay times and level of service (LOS) of specific lanes or movements between the 2023 background traffic and 2023 traffic including the development of the subject site.

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2018 AM Peak				
	Worst Mvmt	V/C	Delay (s/veh)	LOS
Baker & Adams U-Turn	EB Lane 1	.055	13.4	B
Baker & Handley	EB Lane 1	.025	13.2	B
Baker & Cows	WB Lane 1	.058	17.4	C

2018 PM Peak				
	Worst Mvmt	V/C	Delay (s/veh)	LOS
Baker & Adams U-Turn	EB Lane 1	.064	14.8	B
Baker & Handley	EB Lane 1	.046	15.8	C
Baker & Cows	EB Lane 1	.164	20.9	C

2023 No Build AM Peak				
	Worst Mvmt	V/C	Delay (s/veh)	LOS
Baker & Adams U-Turn	EB Lane 1	.075	12.7	B
Baker & Handley	EB Lane 1	.027	13	B
Baker & Cows	WB Lane 1	.155	16.2	C

2023 No Build PM Peak				
	Worst Mvmt	V/C	Delay (s/veh)	LOS
Baker & Adams U-Turn	EB Lane 1	.144	17.7	C
Baker & Handley	EB Lane 1	.093	21	C
Baker & Cows	EB Lane 1	.188	42.3	E

2023 Build AM Peak				
	Worst Mvmt	V/C	Delay (s/veh)	LOS
Baker & Adams U-Turn	EB Lane 1	.134	13.4	B
Baker & Handley	EB Lane 1	.026	12.7	B
Baker & Cows	WB Lane 1	.103	17.9	C

2023 Build PM Peak				
	Worst Mvmt	V/C	Delay (s/veh)	LOS
Baker & Adams U-Turn	EB Lane 1	.09	16.9	C
Baker & Handley	EB Lane 1	.108	23.9	C
Baker & Cows	EB Lane 1	.396	44.7	E

Based on those figures, the traffic impact analysis concluded that the surrounding street network has the capacity to accommodate the number of trips that would result from the applicant's request to amend the Comprehensive Plan Map designation and complete a zone change to O-R (Office/Residential), even

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with the assumed maximum buildout of the subject site. The proposed development was also found to meet the Transportation Planning Rule (TPR), as the proposal did not change any functional classification of street, and did not result in any levels of traffic delay or other degradation of street functionality below the acceptable standards of the agency with jurisdiction, which in this case is the Oregon Department of Transportation. The Engineering Department and the Oregon Department of Transportation reviewed the traffic impact analysis, and neither had any concerns with the analysis or the findings.

### **Planned Development Amendment Request (PDA 1-18)**

Should the Comprehensive Plan Map amendment and zone change be recommended for approval, the applicant is also requesting a Planned Development Amendment. The Planned Development Amendment is necessary due to the type of zone change being requested. The existing properties are included in the Linfield College Master Plan and Planned Development Overlay District, which were approved and adopted in 2000 by Ordinance 4739. The proposed zone change would result in the properties being rezoned to O-R (Office/Residential), and no Planned Development is being requested. The properties would also no longer be owned by Linfield College, and would have no direct relationship to the operations of the campus, other than being located immediately to the north of the campus grounds. Therefore, the specific request is for a Planned Development Amendment to remove the subject site from the Linfield College Master Plan area and Planned Development Overlay District, effectively adjusting the boundary of the Planned Development Overlay District.

The Linfield College Master Plan included all properties owned by the college, and identified current and future uses for most areas of the campus. The overall master plan map adopted with the Linfield College Master Plan by Ordinance 4739 is provided below:

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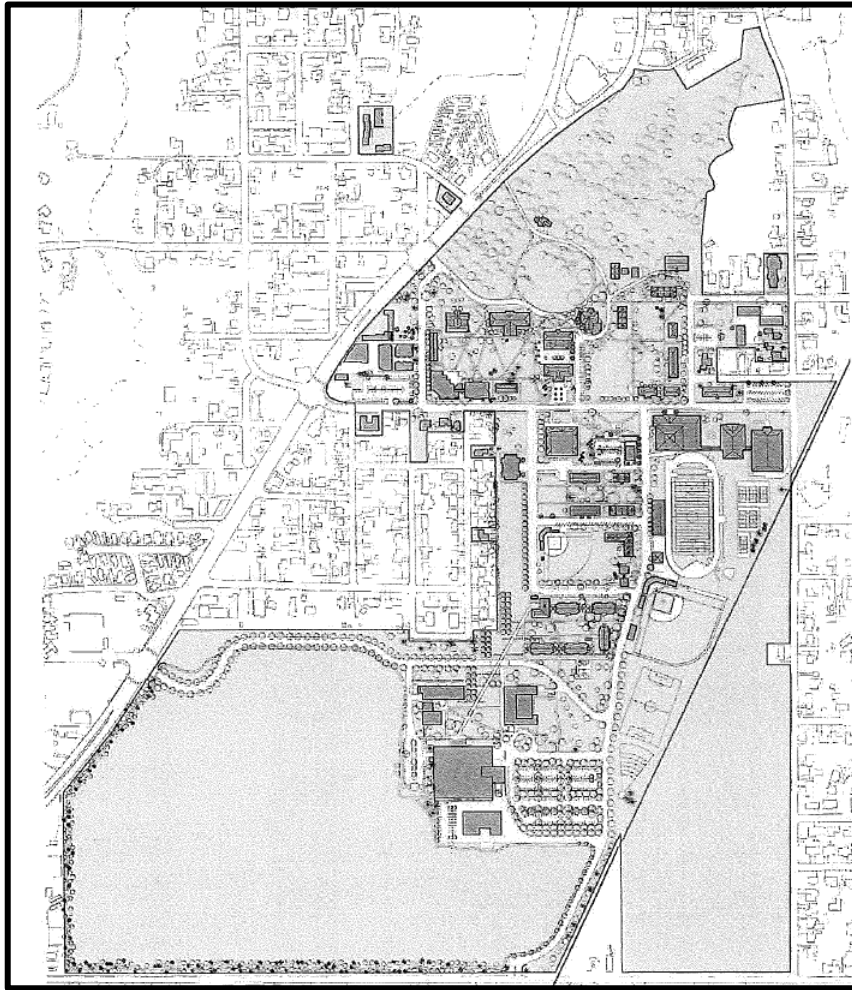
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The Planned Development Amendment must be reviewed against the review criteria in Section 17.74.070 of the McMinnville Municipal Code. Those criteria are as follows:

- A. There are special physical conditions or objectives of a development which the proposal will satisfy to warrant a departure from the standard regulation requirements;
- B. Resulting development will not be inconsistent with the Comprehensive Plan objectives of the area;
- C. The development shall be designed so as to provide for adequate access to and efficient provision of services to adjoining parcels;
- D. The plan can be completed within a reasonable period of time;
- E. The streets are adequate to support the anticipated traffic, and the development will not overload the streets outside the planned area;
- F. Proposed utility and drainage facilities are adequate for the population densities and type of development proposed;
- G. The noise, air, and water pollutants caused by the development do not have an adverse effect upon surrounding areas, public utilities, or the city as a whole.

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The request is to remove the subject site and properties from the Planned Development Overlay District, so no other changes would be made to the existing Planned Development or changes to any of the regulations or conditions of approval contained within the Planned Development. The subject site is currently included within the Planned Development Overlay District, but as described briefly above, there is no specific future land use identified in the Linfield College Master Plan. More specifically, on Page 19 of the Master Plan, the Cozine Creek and surrounding areas (including the subject site north of the creek and southeast of Baker Street) are identified as a "Cozine Creek programmatic zone". However, on Page 18, the Master Plan identifies the northern boundary of the campus as the Cozine Creek. The Master Plan Goals, on Page 21, continue with a statement that "The College should decide whether to keep outlying parcels including the Columbus School Site...". Campus open spaces are discussed in more detail on Page 36, but the "Open Spaces" map shows a "Cozine Creek Park" that is more focused on the creek corridor and does not include the property in question to the north. Given that the Master Plan Goals consider the possibility of the property in question being released by the college, it appears that Linfield College has considered whether to keep control of the parcel, and decided not to and allow it to be sold and developed. This is further evidenced by the letter of support provided by the applicant from Linfield College, showing that the college is in support of the applicant's intended use of the properties.

Based on these descriptions of the subject site in the Linfield Master Plan, there are special objectives of the proposed development, that being the Comprehensive Plan Map amendment and zone change because a final site and development plan has not been submitted, that warrant the amendment of the Planned Development Overlay District to remove the subject site and properties. The resulting development, again being the Comprehensive Plan Map amendment and zone change, would not be inconsistent with the Comprehensive Plan goals, policies, and objectives, as described in the review criteria for those land use requests above. The applicant has provided a traffic impact analysis, which was also discussed in more detail above, to show that future construction will not significantly impact the street network in the surrounding area. Also, the future build out of the site will be required to provide all required infrastructure, utilities, and drainage to support the buildings that are proposed at that time.

Therefore, the Planning Commission found that the Planned Development Amendment review criteria were satisfied. The Planning Commission recommended approval of the Planned Development Amendment. Therefore, staff is suggesting that the amendment be processed in the same Ordinance as the Comprehensive Plan Map Amendment and Zone Change, which is attached here for your review, and that the Ordinance specify that the boundary of the Planned Development Overlay District adopted by Ordinance 4739 be amended to remove the subject site and properties.

### **Discussion:**

The Planning Commission held a public hearing at their regular meeting on December 20, 2018. No written testimony was provided prior to the public hearing. One resident provided oral testimony during the December 20, 2018 public hearing. The testimony provided was oppositional, and focused on the fact that the proposed comprehensive plan map amendment and zone change would result in a loss of R-4 (Multiple Family) zoned land within the city, when that type of land has been identified in previous and current draft studies as a needed land type.

The public hearing was closed on December 20, 2018, following which the Planning Commission deliberated. The Planning Commission discussed the oppositional testimony provided during the public hearing, and referenced the fact that the proposed zone change would still allow for residential uses, which is further supported by the applicant's stated intent to develop up to 24 units of multiple family

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residential uses on the property for clients that utilize MV Advancements services or senior citizens. This intended use is stated to be further strengthened through the current owner's intent to include a restrictive covenant on the property to limit the residential uses to those described by the applicant. The Planning Commission also decided to add the condition of approval related to the provision of usable open space on the subject site, should it be developed with multiple family residential uses, per Comprehensive Plan Policy 71.13. The Planning Commission also decided to include an additional condition of approval to require that two large, mature, and distinctive trees on the property be preserved during the development of the site, per Comprehensive Plan Policy 80.00. The Planning Commission then voted, on a 7-1 vote, to recommend that the Council consider and approve the Comprehensive Plan map amendment, zone change, and Planned Development amendment requests, subject to conditions of approval described above and also outlined in detail in Ordinance No. 5061.

**Fiscal Impact:**

None

**Alternative Courses of Action:**

1. **ADOPT** Ordinance No. 5061, approving CPA 2-18, ZC 4-18, and PDA 1-18 and adopting the Decision, Conditions of Approval, Findings of Fact and Conclusionary Findings.
2. **ELECT TO HOLD A PUBLIC HEARING** date specific to a future City Council meeting.
3. **DO NOT ADOPT** Ordinance No. 5061, providing findings of fact based upon specific code criteria to deny the application in the motion to not approve Ordinance No. 5061.

**Recommendation/Suggested Motion:**

Staff recommends that the Council adopt Ordinance No. 5061 which would approve CPA 2-18, ZC 4-18, and PDA 1-18, subject to conditions of approval as recommended by the Planning Commission.

**“THAT BASED ON THE FINDINGS OF FACT, THE CONCLUSIONARY FINDINGS FOR APPROVAL, AND THE MATERIALS SUBMITTED BY THE APPLICANT, I MOVE TO ADOPT ORDINANCE NO. 5061.”**

CD:sjs

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**Attachments:**

Ordinance No. 5061 including:

*Exhibit A – CPA 2-18 Decision Document*

*Exhibit B – ZC 4-18 Decision Document*

*Exhibit C – PDA 1-18 Decision Document*

*Application Materials*

*Planning Commission Minutes, 12-20-18*

## **ORDINANCE NO. 5061**

**AN ORDINANCE AMENDING THE COMPREHENSIVE PLAN MAP DESIGNATION FROM RESIDENTIAL TO COMMERCIAL ON EXISTING PROPERTIES AND LOTS OF RECORD, REZONING SAID PROPERTY FROM R-4 PD (MULTIPLE FAMILY RESIDENTIAL PLANNED DEVELOPMENT) TO O-R (OFFICE/RESIDENTIAL), AND AMENDING AN EXISTING PLANNED DEVELOPMENT OVERLAY DISTRICT TO REMOVE SAID PROPERTY FROM THE PLANNED DEVELOPMENT.**

### **RECITALS:**

The Planning Department received applications (CPA 2-18 / ZC 4-18 / PDA 1-18) from MV Advancements, on behalf of property owner Linfield College, requesting approval of a Comprehensive Plan Map amendment, Zone Change and Planned Development on portions existing properties and lots of record. The applicant requested that the properties be amended from a Residential Comprehensive Plan Map designation to a Commercial designation. Concurrent with that request, the applicant requested approval of a zone change on the properties, rezoning the parcel from R-4 PD (Multiple Family Residential Planned Development) to O-R (Office/Residential), and also a Planned Development Amendment to remove the subject properties from an existing Planned Development Overlay District; and

The subject site is located at 600 SE Baker Street, and is more specifically described as Tax Lots 101 and 200, Section 20DD, T. 4 S., R. 4 W., W.M.; and

A public hearing was held on December 20, 2018 at 6:30 p.m., before the McMinnville Planning Commission after due notice had been provided in the local newspaper on December 11, 2018, and written notice had been mailed to property owners within 300 feet of the affected property; and

At said public hearings, testimony was received, the application materials and a staff report were presented, and applicant and public testimony was received; and

The Planning Commission, being fully informed about said requests, found that the requested amendments conformed to the applicable Comprehensive Plan goals and policies, as well as the comprehensive plan amendment and zone change review criteria listed in Section 17.74.020 and the planned development amendment review criteria listing in Section 17.74.070 of the McMinnville Municipal Code based on the material submitted by the applicant and the findings of fact and conclusionary findings for approval contained in Exhibits A, B, and C; and

The Planning Commission recommended approval of said comprehensive plan amendment, zone change, and planned development amendment to the Council;

The City Council having received the Planning Commission recommendation and staff report, and having deliberated; and

**NOW, THEREFORE, THE COMMON COUNCIL FOR THE CITY OF MCMINNVILLE ORDAINS AS FOLLOWS:**

1. That the Council adopts the Findings of Fact, Conclusionary Findings, Decision and Conditions of Approval as documented in Exhibits A, B, and C; and

2. That the comprehensive plan map designation for the property is hereby amended from Residential to Commercial; and

3. That the property is hereby rezoned from R-4 PD (Multiple Family Residential Planned Development) to O-R (Office/Residential), subject to the following conditions:

- 1) That the rezoning be contingent on the Comprehensive Plan Map amendment request (CPA 2-18) being approved by the McMinnville City Council.
- 2) That if the site is developed as multiple-family residential, an additional area equivalent to 7 percent of the gross area of the site shall be reserved for usable open space for residents of the multiple-family development site. The usable open space area shall be a contiguous area, shall be located outside of the front yard setback area, and may be counted towards the minimum percent of the total area of the site required to be landscaped by Section 17.57.070(A) of the McMinnville City Code. The 7 percent usable open space area shall be calculated based on the area of the site outside of the floodplain zone.
- 3) That the large coniferous tree on the western portion of the site, identified as an "existing large cedar tree" on the concept plan provided in the application materials, as well as the large oak tree immediately southwest of the large coniferous tree described above, are preserved during the development of the site.

4. That the property is hereby removed from its existing Planned Development Overlay District, subject to the following conditions:

- 1) That Ordinance 4739 is amended to remove the subject site and properties from the Linfield College Master Plan area and Planned Development Overlay District, hereby adjusting the boundary of the Planned Development Overlay District. All other standards and conditions of approval adopted by Ordinance 4739 remain in effect.

Passed by the Council this 22<sup>nd</sup> day of January, 2019, by the following votes:

Ayes: \_\_\_\_\_

Nays: \_\_\_\_\_

\_\_\_\_\_  
MAYOR

Attest:

Approved as to form:

\_\_\_\_\_  
CITY RECORDER

\_\_\_\_\_  
CITY ATTORNEY



**CITY OF MCMINNVILLE  
PLANNING DEPARTMENT**  
231 NE FIFTH STREET  
MCMINNVILLE, OR 97128

503-434-7311  
[www.mcminnvilleoregon.gov](http://www.mcminnvilleoregon.gov)

**DECISION, FINDINGS OF FACT AND CONCLUSIONARY FINDINGS FOR THE APPROVAL OF A COMPREHENSIVE PLAN MAP AMENDMENT FROM A RESIDENTIAL DESIGNATION TO A COMMERCIAL DESIGNATION AT 600 SE BAKER STREET**

**DOCKET:** CPA 2-18 (Comprehensive Plan Map Amendment)

**REQUEST:** Approval to amend the Comprehensive Plan Map designation of a property from Residential to Commercial to allow for the development of office and residential uses on the subject site.

**LOCATION:** The subject site is located at 600 SE Baker Street, and is more specifically described as Tax Lots 101 and 200, Section 20DD, T. 4 S., R. 4 W., W.M., respectively.

**ZONING:** The subject site's current zoning is R-4 PD (Multiple Family Residential Planned Development)

**APPLICANT:** MV Advancements, on behalf of property owner Linfield College

**STAFF:** Chuck Darnell, Senior Planner

**DATE DEEMED COMPLETE:** November 15, 2018

**HEARINGS BODY:** McMinnville Planning Commission

**DATE & TIME:** December 20, 2018. Civic Hall, 200 NE 2<sup>nd</sup> Street, McMinnville, Oregon.

**HEARINGS BODY:** McMinnville City Council

**DATE & TIME:** January 22, 2018. Civic Hall, 200 NE 2<sup>nd</sup> Street, McMinnville, Oregon.

**PROCEDURE:** A request to amend the Comprehensive Plan Map requires an application to be reviewed by the Planning Commission during a public hearing, as described in Section 17.72.120 of the McMinnville City Code.

**CRITERIA:** The applicable criteria are specified in Section 17.74.020 of the McMinnville City Code.

**APPEAL:** The decision may be appealed within 15 days of the date the decision is mailed as specified in Section 17.72.180 of the McMinnville City Code.

This matter was referred to the following public agencies for comment: McMinnville Fire Department, Police Department, Engineering Department, Building Department, Parks Department, City Manager, and City Attorney; McMinnville Water and Light; McMinnville School District No. 40; Yamhill County Public Works; Yamhill County Planning Department; Frontier Communications; Comcast; and Northwest Natural Gas. Their comments are provided in this exhibit.

Based on the findings and conclusions, the City Council **APPROVES** the Comprehensive Plan Map amendment (CPA 2-18).

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**DECISION: APPROVAL**

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Date: \_\_\_\_\_

Date: \_\_\_\_\_

Date: \_\_\_\_\_

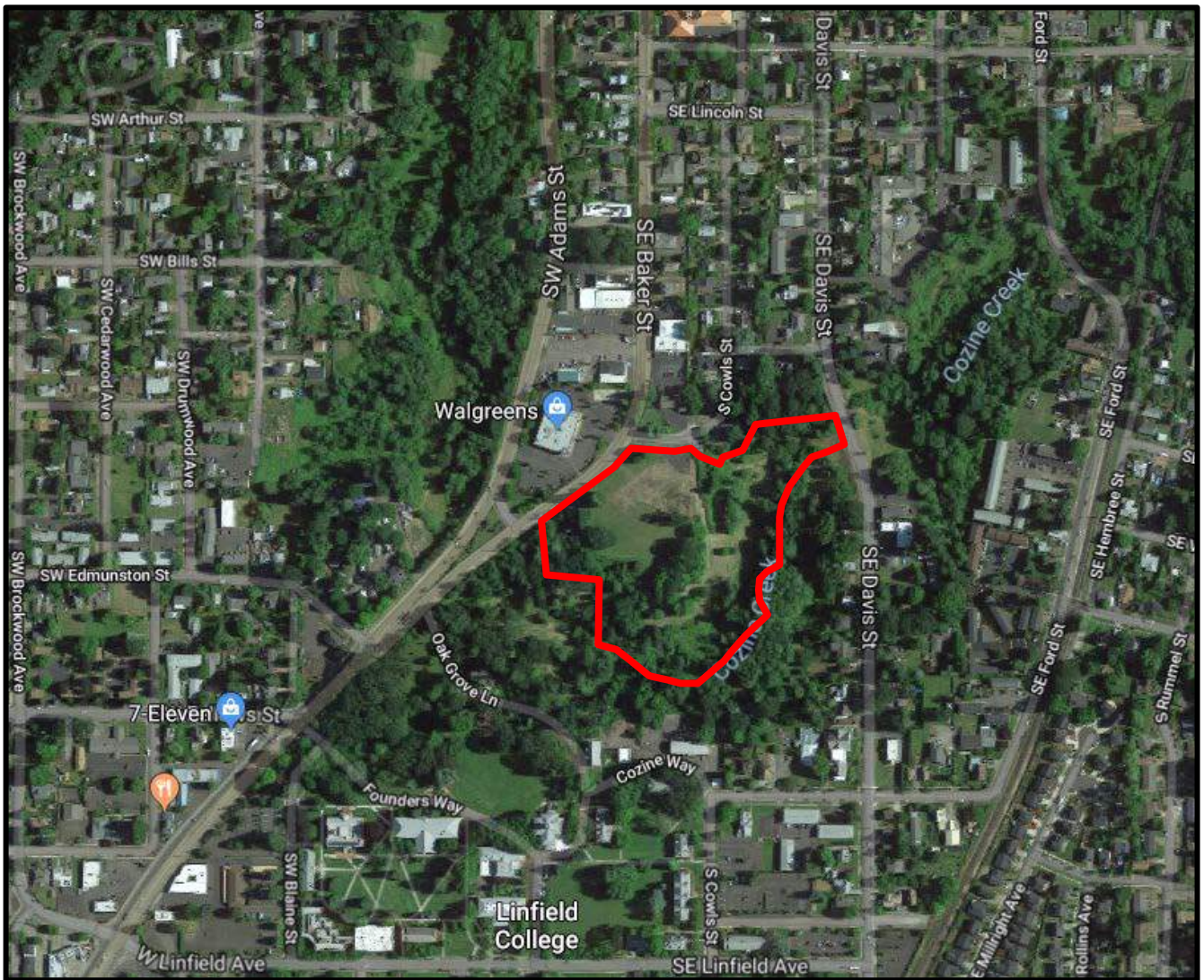
## **APPLICATION SUMMARY:**

The subject site is currently vacant, other than some older pavement and gravel areas from the site's previous use. The site was the former location of the Columbus Elementary School, which existed upon the site until 1994. The Columbus Elementary School was demolished in 1994 following structural damage that occurred to the building during an earthquake in the spring of 1993. Linfield College has since acquired the property from the McMinnville School District, and has retained ownership of the property since that time. The applicant, MV Advancements, is under contract to purchase the property from Linfield College.

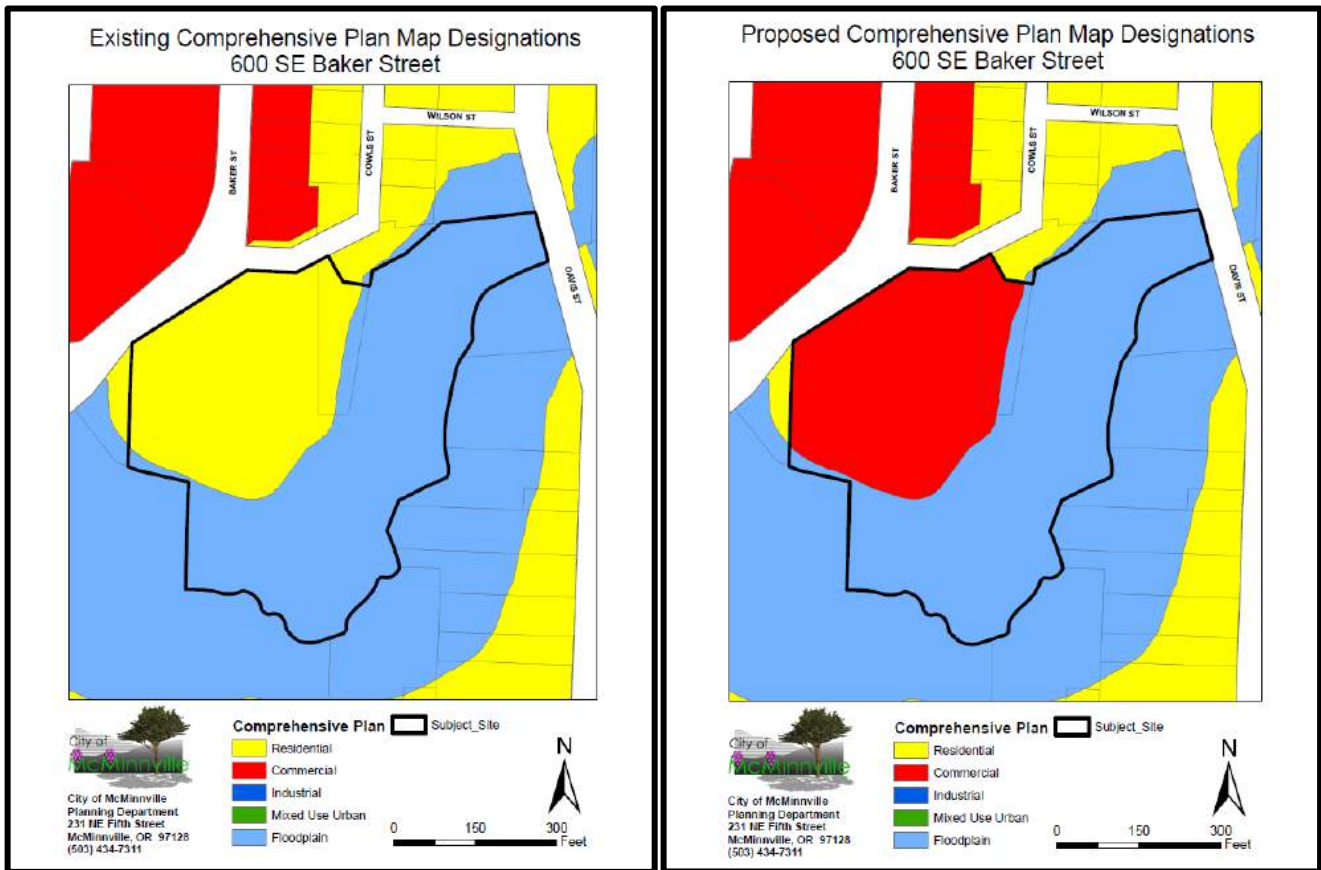
The site is bounded on the north by Cows Street, on the west by Baker Street (Highway 99W), and on the south and east mainly by the Cozine Creek. The property to the north and across Cows Street is zoned O-R (Office/Residential) and the existing uses are salon and office businesses. The property to the west and across Baker Street is zoned C-3 (General Commercial) and the existing use is retail (Walgreens). The property to the east is zoned R-4 (Multiple Family Residential) and is the existing use is a small, four-unit multiple family building. Property further to the northeast along Cows Street is also zoned R-4 (Multiple Family Residential), and consists of various residential uses (multiple family, duplex, and single family dwellings). The property to the south and across Cozine Creek is zoned R-4 PD (Multiple Family Planned Development), and is the north end of the Linfield College campus.

The subject site is identified below (boundary shown below is approximate):



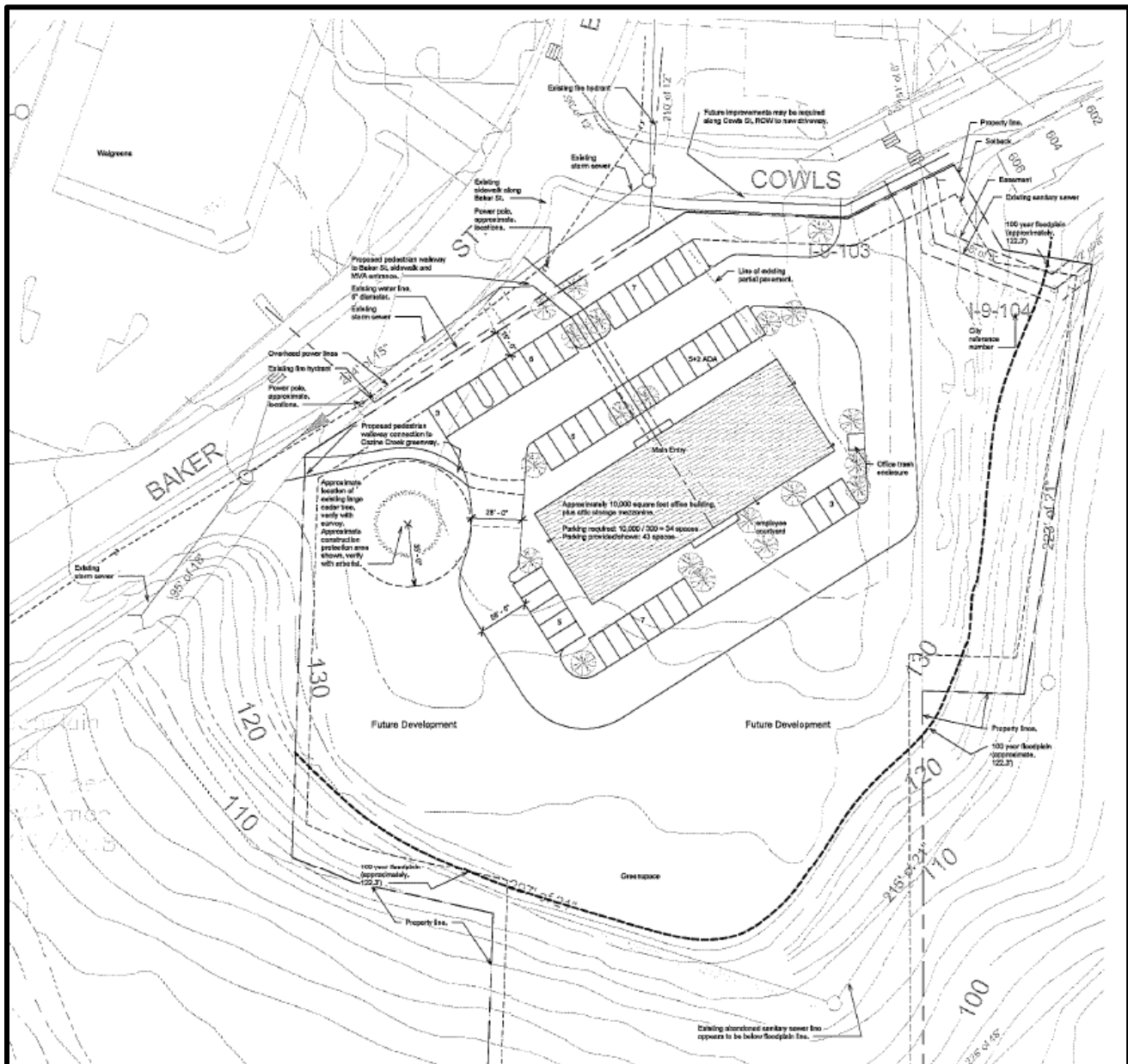


Reference maps showing the existing and proposed Comprehensive Plan Map designations of the subject site and the surrounding properties are provided below:



The applicant has submitted a conceptual development plan for the site, which they have specifically requested to not be binding on the site in any way, to depict the potential office and multiple-family residential uses they anticipate to construct on the site. The concept plan shows the development of an approximately 10,000 square foot office building, and identifies areas to the south of the office building as “future development” areas where up to 24 multiple family dwelling units could be constructed.

The concept plan, ***which again is not proposed to be binding on the site and is not subject to site or design review as part of the proposed Comprehensive Plan Map amendment***, is identified below:



## **ATTACHMENTS:**

1. CPA 2-18 Application and Attachments (on file with the Planning Department)
2. Oregon Department of Transportation Review Documents and Comments (on file with the Planning Department)

## **COMMENTS:**

### **Agency Comments**

This matter was referred to the following public agencies for comment: McMinnville Fire Department, Police Department, Parks and Recreation Department, Engineering and Building Departments, City Manager, and City Attorney, McMinnville School District No. 40, McMinnville Water and Light, Yamhill County Public Works, Yamhill County Planning Department, Recology Western Oregon, Frontier Communications, Comcast, Northwest Natural Gas. The following comments had been received:

- McMinnville Engineering Department

The application demonstrates that the transportation and sanitary sewer infrastructure is adequate to support the proposal. At the time of building permits, the appropriate infrastructure improvements will be required.

Thus, no comments or suggested conditions of approval.

- Oregon Department of Transportation

Attached are ODOT's comments on the subject TIA\*. Specific questions on these comments should be directed to Keith Blair. Based on this review, we have no comments or objection to the proposed comprehensive plan amendment and zone change. Please include ODOT in any future notifications on this project including findings and conditions of approval.

\*Note – Full ODOT comments referenced above are listed as an attachment and are on file with the Planning Department.

## **Public Comments**

Notice of this request was mailed to property owners located within 300 feet of the subject site. Notice of the public hearing was also provided in the News Register on Tuesday, December 11, 2018. As of the date of the Planning Commission public hearing on December 20, 2018, no public testimony had been received by the Planning Department.

## **FINDINGS OF FACT**

- A. MV Advancements, on behalf of property owner Linfield College, requested an amendment to the Comprehensive Plan Map designation of a property from Residential to Commercial to allow for the development of office and residential uses on the subject site. The subject site is located at 600 SE Baker Street, and is more specifically described as Tax Lots 101 and 200, Section 20DD, T. 4 S., R. 4 W., W.M.
- B. The site is currently designated as Residential on the McMinnville Comprehensive Plan Map, 1980. The site is currently zoned R-4 PD (Multiple Family Residential Planned Development) on the McMinnville Zoning Map.
- C. Sanitary sewer and municipal water and power can adequately serve the site. The municipal water reclamation facility has sufficient capacity to accommodate expected waste flows resulting from development of the property.
- D. This matter was referred to the following public agencies for comment: McMinnville Fire Department, Police Department, Parks and Recreation Department, Engineering and Building Departments, City Manager, and City Attorney, McMinnville School District No. 40, McMinnville Water and Light, Yamhill County Public Works, Yamhill County Planning Department, Recology Western Oregon, Frontier Communications, Comcast, Northwest Natural Gas. No comments in opposition were provided to the Planning Department.
- E. Notice of the application was provided by the City of McMinnville to property owners within 300 feet of the subject site, as required by the process described in Section 17.72.120 (Applications–Public Hearings) of the McMinnville Zoning Ordinance. Notice of the public hearing was also provided in the News Register on Tuesday, December 11, 2018. No public testimony was provided to the Planning Department prior to the Planning Commission public hearing.



- F. The applicant has submitted findings (Attachment 1) in support of this application. Those findings are herein incorporated.

### **CONCLUSIONARY FINDINGS:**

#### **McMinnville's Comprehensive Plan:**

The following Goals and policies from Volume II of the McMinnville Comprehensive Plan of 1981 are applicable to this request:

GOAL II 1: TO PRESERVE THE QUALITY OF THE AIR, WATER, AND LAND RESOURCES WITHIN THE PLANNING AREA.

*Policy 2.00 The City of McMinnville shall continue to enforce appropriate development controls on lands with identified building constraints, including, but not limited to, excessive slope, limiting soil characteristics, and natural hazards.*

*Policy 9.00 The City of McMinnville shall continue to designate appropriate lands within its corporate limits as "floodplain" to prevent flood induced property damages and to retain and protect natural drainage ways from encroachment by inappropriate uses.*

**Finding: Goal II 1 and Policies 2.00 and 9.00 are satisfied.** The applicant has stated that they have no plans to develop the portion of the property that is located in the Cozine Creek floodplain. Based on wetland, flood plain and topographic maps, it is estimated that approximately 50% of the site is usable (124,575 SF / 2.86 acres). The areas of the subject site that are currently designated on the Comprehensive Plan Map as Flood Plain would keep that designation, and only the portions of the subject site outside of the Flood Plan designation would be subject to the proposed Comprehensive Plan Map Amendment. The applicant has further stated that they are aware that Linfield College, in conjunction with the Greater Yamhill Watershed Council, has plans to restore the Cozine Creek property between the Linfield campus and this property to its original, native plant species. The applicant has stated that it is their intent to fully cooperate with this restoration.

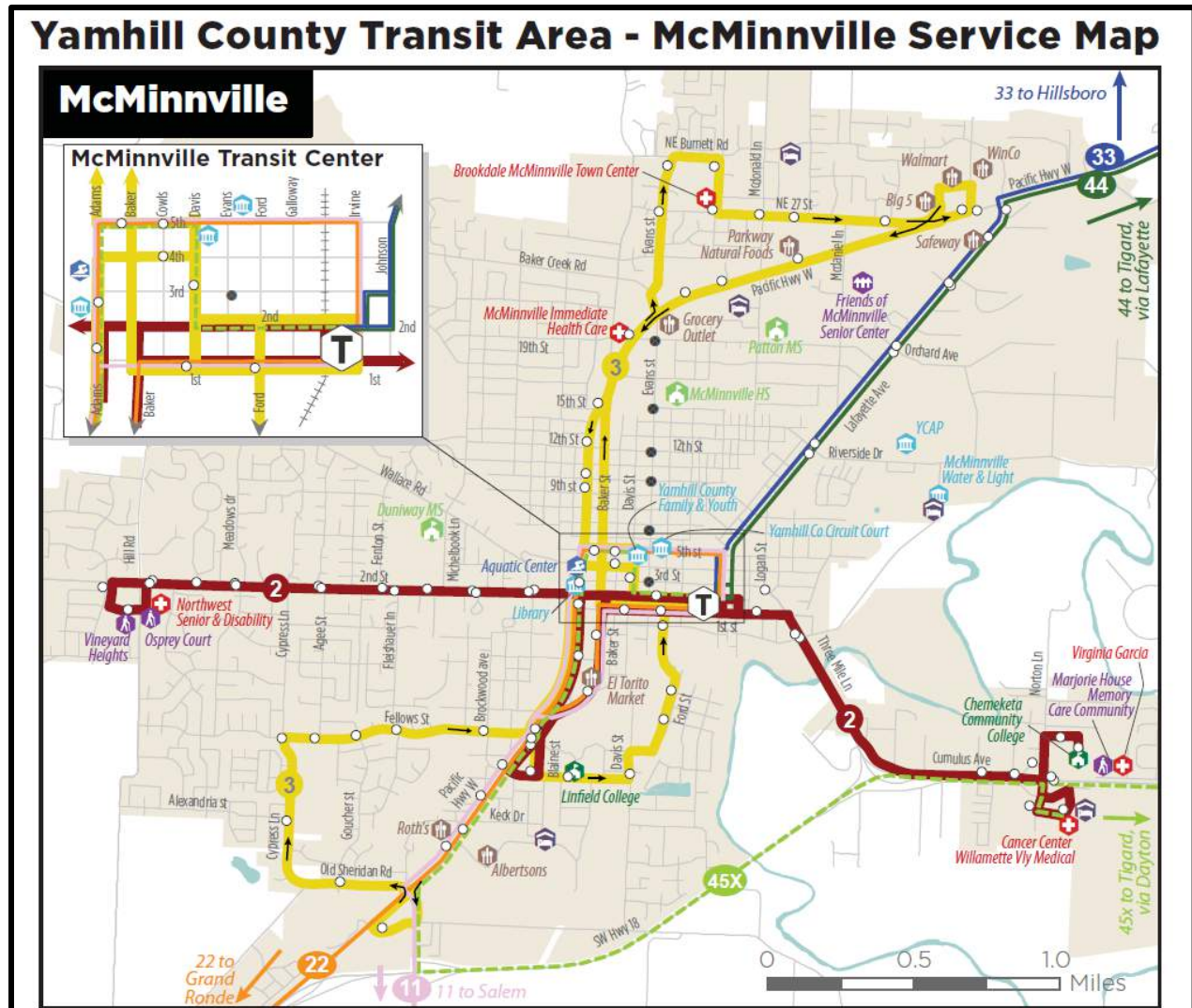
GOAL III 1: TO PROVIDE CULTURAL AND SOCIAL SERVICES AND FACILITIES COMMENSURATE WITH THE NEEDS OF OUR EXPANDING POPULATION, PROPERLY LOCATED TO SERVICE THE COMMUNITY AND TO PROVIDE POSITIVE IMPACTS ON SURROUNDING AREAS.

*Policy 13.00 The City of McMinnville shall allow future community center type facilities, both public and private, to locate in appropriate areas based on impacts on the surrounding land uses and the community as a whole, and the functions, land needs, and service area of the proposed facility.*

*Policy 14.00 The City of McMinnville shall strive to insure that future public community facilities, where possible and appropriate, are consolidated by locating the new structures in close proximity to other public buildings. This will be done in order to realize financial benefits, centralize services, and positively impact future urban development.*

**Finding: Goal III 1 and Policies 13.00 and 14.00 are satisfied.** The applicant, MV Advancements, is an organization that provides social services to individuals who experience disabilities. The proposed Comprehensive Plan Map Amendment from Residential to Commercial will allow the applicant to locate office uses on the subject site, thereby providing their services in a location that is properly located to service the community. They have selected the subject site due to its location, being in close proximity to other community services that their clients would need to access. The proximity to downtown McMinnville and the other social service providers in that area allows for the MV Advancements site to

still easily provide its services to the community. The site is located on a public transit route, an important locational factor for this social service use as many of their clients rely on public transit for transportation services. Both local routes (Route 2 and Route 3) serve the subject site, with northbound Route 2 passing immediately adjacent to the site, and southbound Route 3 passing close to the site on Adams Street just west of the subject site before Adams Street connects back with SE Baker Street heading southwest. Both of those routes run at regular 10-minute intervals throughout the day on all weekdays, providing connections throughout the city and also to the transit center where connections can be made with other routes.



- GOAL IV 1: TO ENCOURAGE THE CONTINUED GROWTH AND DIVERSIFICATION OF McMINNVILLE'S ECONOMY IN ORDER TO ENHANCE THE GENERAL WELL-BEING OF THE COMMUNITY AND PROVIDE EMPLOYMENT OPPORTUNITIES FOR ITS CITIZENS.
- GOAL IV 2: TO ENCOURAGE THE CONTINUED GROWTH OF McMINNVILLE AS THE COMMERCIAL CENTER OF YAMHILL COUNTY IN ORDER TO PROVIDE EMPLOYMENT OPPORTUNITIES, GOODS, AND SERVICES FOR THE CITY AND COUNTY RESIDENTS.

**Policy 21.01** *The City shall periodically update its economic opportunities analysis to ensure that it has within its urban growth boundary (UGB) a 20-year supply of lands designated for commercial and industrial uses. The City shall provide an adequate number of suitable, serviceable sites in appropriate locations within its UGB. If it should find that it does not have an adequate supply of lands designated for commercial or industrial use it shall take corrective actions which may include, but are not limited to, redesignation of lands for such purposes, or amending the UGB to include lands appropriate for industrial or commercial use. (Ord.4796, October 14, 2003)*

**Policy 21.03** *The City shall support existing businesses and industries and the establishment of locally owned, managed, or controlled small businesses. (Ord.4796, October 14, 2003)*

**Finding:** **Goal IV 1, Goal IV 2, and Policies 21.01 and 21.03 are satisfied.**

The most recently acknowledged Economic Opportunities Analysis for the City of McMinnville, which was acknowledged in 2013, identified a deficit of commercial land within the McMinnville Urban Growth Boundary. The deficit was identified at an amount of 35.8 acres, as shown in Figure 26 from the Economic Opportunities Analysis below:

<b>Figure 26. Comparison of Land Demand to Supply (2013-33)</b>				
<b>Acres by Plan Designation</b>				
	<b>Commercial</b>	<b>Industrial</b>	<b>Total</b>	<b>Comments</b>
<b>Vacant Land Demand</b>				Based on 2013-33 jobs forecast
Commercial	164.6	-	164.6	Commercial retail & service need
Industrial	-	145.1	145.1	Manufacturing & related sectors
Institutional	2.2	8.0	10.2	62% of need w/per job method
<b>Totals</b>	<b>166.8</b>	<b>153.2</b>	<b>319.9</b>	Employment land demand
<b>Available Land Supply</b>				Fully & partially vacant sites
2013 BLI Update	130.9	389.1	520.0	Revised per BLI update 7/13
<b>Surplus/(Deficit)</b>	<b>(35.8)</b>	<b>235.9</b>	<b>200.1</b>	As of 2033 forecast year
Notes: All acreage figures are rounded to nearest 1/10 <sup>th</sup> of an acre.				
Source: E. D. Hovee & Company, LLC.				

The proposed Comprehensive Plan map amendment would address the commercial land deficit identified in the Economic Opportunities Analysis, as approximately 2.86 acres of additional commercial land would be provided for commercial use.

**GOAL IV 3:** TO ENSURE COMMERCIAL DEVELOPMENT THAT MAXIMIZES EFFICIENCY OF LAND USE THROUGH UTILIZATION OF EXISTING COMMERCIALLY DESIGNATED LANDS, THROUGH APPROPRIATELY LOCATING FUTURE COMMERCIAL LANDS, AND DISCOURAGING STRIP DEVELOPMENT.

**Policy 24.00** *The cluster development of commercial uses shall be encouraged rather than auto oriented strip development.*

**Policy 25.00** *Commercial uses will be located in areas where conflicts with adjacent land uses can be minimized and where city services commensurate with the scale of development are or can be made available prior to development.*

**Finding:** **Goal IV 3 and Policies 24.00 and 25.00 are satisfied.** The development pattern in the area surrounding the subject site includes both residential and commercial land uses. The properties to the

west and north along Baker Street are currently designated as Commercial on the Comprehensive Plan Map. The subject site, similar to those other commercially designated properties, is located immediately adjacent to Baker Street/Highway 99W, a higher volume roadway that is generally more compatible with commercial uses than residential uses. While land adjacent to the subject site to the east and further northeast along Cows Street is designated as Residential on the Comprehensive Plan, the change of the subject site to Commercial is not inconsistent with the treatment of other areas along the Highway 99W corridor, both to the south and north of the subject site. In both directions along the Highway 99W corridor, the properties fronting and immediately adjacent to Highway 99W are designated as Commercial, with the lands on the other side of those properties being designated as Residential, showing a transition from Commercial to Residential as properties are located further from the major roadway.

*Policy 30.00 Access locations for commercial developments shall be placed so that excessive traffic will not be routed through residential neighborhoods and the traffic-carrying capacity of all adjacent streets will not be exceeded.*

**Finding: Policy 30.00 is satisfied.** The applicant has proposed an access location for the commercial development that is not located on the adjacent arterial roadway, but that is in close proximity to the major arterial. The applicant has provided a traffic analysis that estimated that only 5% of the trips generated from the site will use the adjacent local residential street of Cows Street. The other 95% of trips will use Baker Street (see Appendix F, Figure 5). Applying that 5% to the numbers of Table 1 of the TIA, the full impact of a 49,835 square foot office building, which is the reasonable worst case in the proposed zone, Cows would see an increase of 4 weekday AM peak hour trips and 3 weekday PM peak hour trips. Based upon the trip difference between the existing zone (R-4) and the proposed zone, Cows would see an increase in 4 weekday daily trips, 2 weekday AM peak hour trips and 1 PM peak hour trip.

The traffic impact analysis concluded that the surrounding street network has the capacity to accommodate the number of trips that would result from the applicant's request to amend the Comprehensive Plan Map designation and complete a zone change to allow the development of office and residential uses on the subject site. The Engineering Department and the Oregon Department of Transportation reviewed the traffic impact analysis, and neither had any concerns with the analysis or the findings.

*Policy 31.00 Commercial developments shall be designed in a manner which minimizes bicycle/pedestrian conflicts and provides pedestrian connections to adjacent residential development through pathways, grid street systems, or other appropriate mechanisms.*

*Policy 32.00 Where necessary, landscaping and/or other visual and sound barriers shall be required to screen commercial activities from residential areas.*

*Policy 33.00 Encourage efficient use of land for parking; small parking lots and/or parking lots that are broken up with landscaping and pervious surfaces for water quality filtration areas. Large parking lots shall be minimized where possible. All parking lots shall be interspersed with landscaping islands to provide a visual break and to provide energy savings by lowering the air temperature outside commercial structures on hot days, thereby lessening the need for inside cooling.*

**Finding: Policies 31.00, 32.00, and 33.00 are satisfied.** At the time of building permits, all required pedestrian connections, landscaping, and other requirements of the eventual underlying zoning district will apply.

GOAL VI 1: TO ENCOURAGE DEVELOPMENT OF A TRANSPORTATION SYSTEM THAT PROVIDES FOR THE COORDINATED MOVEMENT OF PEOPLE AND FREIGHT IN A SAFE AND EFFICIENT MANNER.



*Policy 117.00 The City of McMinnville shall endeavor to insure that the roadway network provides safe and easy access to every parcel.*

*Policy 119.00 The City of McMinnville shall encourage utilization of existing transportation corridors, wherever possible, before committing new lands.*

*Policy 120.00 The City of McMinnville may require limited and/or shared access points along major and minor arterials, in order to facilitate safe access flows.*

*Policy 122.00 The City of McMinnville shall encourage the following provisions for each of the three functional road classifications:*

*2. Major, Minor arterials.*

- a. Access should be controlled, especially on heavy traffic-generating developments.*
- b. Designs should minimize impacts on existing neighborhoods.*
- c. Sufficient street rights-of-way should be obtained prior to development of adjacent lands.*
- d. On-street parking should be limited wherever necessary.*
- e. Landscaping should be required along public rights-of-way.*

**Finding: Goal VI 1 and Policies 117.00, 119.00, 120.00 and 122.00 are satisfied by this proposal.**

The subject site is currently adjacent to the SE Baker Street public right-of-way and street. SE Baker Street/Highway 99W is identified in the Transportation System Plan as a major arterial street. The applicant provided a traffic impact analysis that analyzed the proposed access to the site off of the major arterial but still in close proximity to allow for trips generated from the site to enter the arterial at an existing major intersection. The traffic impact analysis also analyzed the change in trips and the impacts of a reasonable worst case development that could be allowed under an eventual zoning designation, and found that there were no significant impacts to the functionality of the surrounding street network. Any right-of-way improvements required for the subject site will be required at the time of development.

*Policy 126.00 The City of McMinnville shall continue to require adequate off-street parking and loading facilities for future developments and land use changes.*

*Policy 127.00 The City of McMinnville shall encourage the provision of off-street parking where possible, to better utilize existing and future roadways and right-of-ways as transportation routes.*

**Finding: Policies 126.00 and 127.00 are satisfied.** Off-street parking will be required based on the type of development proposed and allowed under the eventual zoning of the subject site.

*Policy 130.00 The City of McMinnville shall encourage implementation of the Bicycle System Plan that connect residential areas to activity areas such as the downtown core, areas of work, schools, community facilities, and recreation facilities.*

*Policy 132.15 The City of McMinnville shall require that all new residential developments such as subdivisions, planned developments, apartments, and condominium complexes provide pedestrian connections with adjacent neighborhoods.*

**Finding: Policies 130.00 and 132.15 are satisfied.** If it is determined that the existing public sidewalks are not sufficient at the time of development, they will be required to be upgraded to Public Right-of-Way Accessibility Guidelines (PROWAG) as a condition of building permit approval, which will enhance pedestrian connections between the site and the surrounding area.

GOAL VII 1: TO PROVIDE NECESSARY PUBLIC AND PRIVATE FACILITIES AND UTILITIES AT LEVELS COMMENSURATE WITH URBAN DEVELOPMENT, EXTENDED IN A PHASED MANNER, AND PLANNED AND PROVIDED IN ADVANCE OF OR CONCURRENT WITH DEVELOPMENT, IN ORDER TO PROMOTE THE ORDERLY CONVERSION OF URBANIZABLE AND FUTURE URBANIZABLE LANDS TO URBAN LANDS WITHIN THE McMinnville Urban Growth Boundary.

*Policy 136.00 The City of McMinnville shall insure that urban developments are connected to the municipal sewage system pursuant to applicable city, state, and federal regulations.*

*Policy 139.00 The City of McMinnville shall extend or allow extension of sanitary sewage collection lines with the framework outlined below:*

- 1. Sufficient municipal treatment capacities exist to handle maximum flows of effluents.*
- 2. Sufficient trunk and main line capacities remain to serve undeveloped land within the projected service areas of those lines.*
- 3. Public water service is extended or planned for extension to service the area at the proposed development densities by such time that sanitary sewer services are to be utilized*
- 4. Extensions will implement applicable goals and policies of the comprehensive plan.*

*Policy 142.00 The City of McMinnville shall insure that adequate storm water drainage is provided in urban developments through review and approval of storm drainage systems, and through requirements for connection to the municipal storm drainage system, or to natural drainage ways, where required.*

*Policy 143.00 The City of McMinnville shall encourage the retention of natural drainage ways for storm water drainage.*

*Policy 144.00 The City of McMinnville, through McMinnville Water and Light, shall provide water services for development at urban densities within the McMinnville Urban Growth Boundary.*

*Policy 145.00 The City of McMinnville, recognizing McMinnville Water and Light as the agency responsible for water system services, shall extend water services within the framework outlined below:*

- 1. Facilities are placed in locations and in such manner as to insure compatibility with surrounding land uses.*
- 2. Extensions promote the development patterns and phasing envisioned in the McMinnville Comprehensive Plan.*
- 3. For urban level developments within McMinnville, sanitary sewers are extended or planned for extension at the proposed development densities by such time as the water services are to be utilized;*
- 4. Applicable policies for extending water services, as developed by the City Water and Light Commission, are adhered to.*

*Policy 147.00 The City of McMinnville shall continue to support coordination between city departments, other public and private agencies and utilities, and McMinnville Water and Light to insure the coordinated provision of utilities to developing areas. The City shall also continue to coordinate with McMinnville Water and Light in making land use decisions.*

*Policy 151.00 The City of McMinnville shall evaluate major land use decisions, including but not limited to urban growth boundary, comprehensive plan amendment, zone changes, and subdivisions using the criteria outlined below:*

- 1. Sufficient municipal water system supply, storage and distribution facilities, as determined by McMinnville Water and Light, are available or can be made available, to fulfill peak demands and insure fire flow requirements and to meet emergency situation needs.*
- 2. Sufficient municipal sewage system facilities, as determined by the City Public Works Department, are available, or can be made available, to collect, treat, and dispose of maximum flows of effluents.*
- 3. Sufficient water and sewer system personnel and resources, as determined by McMinnville Water and Light and the City, respectively, are available, or can be made available, for the maintenance and operation of the water and sewer systems.*
- 4. Federal, state, and local water and waste water quality standards can be adhered to.*
- 5. Applicable policies of McMinnville Water and Light and the City relating to water and sewer systems, respectively, are adhered to.*

**Finding: Goal VII 1 and Policies 136.00, 139.00, 142.00, 143.00, 144.00, 145.00, 147.00 and 151.00 are satisfied by the proposal.**

Based on comments received, adequate levels of sanitary sewer collection, storm sewer and drainage facilities, municipal water distribution systems and supply, and energy distribution facilities, either presently serve or can be made available to serve the site. Additionally, the Water Reclamation Facility has the capacity to accommodate flow resulting from development of this site. Administration of all municipal water and sanitary sewer systems guarantee adherence to federal, state, and local quality standards. The City of McMinnville shall continue to support coordination between city departments, other public and private agencies and utilities, and McMinnville Water and Light to insure the coordinated provision of utilities to developing areas and in making land-use decisions.

*Policy 153.00 The City of McMinnville shall continue coordination between the planning and fire departments in evaluating major land use decisions.*

*Policy 155.00 The ability of existing police and fire facilities and services to meet the needs of new service areas and populations shall be a criterion used in evaluating annexations, subdivision proposals, and other major land use decisions.*

**Finding: Policies 153.00 and 155.00 are satisfied.** Emergency services departments have reviewed this request and no concerns were raised. Any requirements of the Oregon Fire Code or Building Code will be required at the time of development.

**GOAL VII 3: TO PROVIDE PARKS AND RECREATION FACILITIES, OPEN SPACES, AND SCENIC AREAS FOR THE USE AND ENJOUMENT OF ALL CITIZENS OF THE COMMUNITY.**

*Policy 163.00 The City of McMinnville shall continue to require land, or money in lieu of land, from new residential developments for the acquisition and/or development of parklands, natural areas, and open spaces.*

**Finding: Goal VII 3 and Policy 163.00 are satisfied.** Park fees shall be paid for each housing unit at the time of building permit application as required by McMinnville Ordinance 4282, as amended.

GOAL VIII 1: TO PROVIDE ADEQUATE ENERGY SUPPLIES, AND THE SYSTEMS NECESSARY TO DISTRIBUTE THAT ENERGY, TO SERVICE THE COMMUNITY AS IT EXPANDS.

*Policy 173.00 The City of McMinnville shall coordinate with McMinnville Water and Light and the various private suppliers of energy in this area in making future land use decisions.*

*Policy 177.00 The City of McMinnville shall coordinate with natural gas utilities for the extension of transmission lines and the supplying of this energy resource.*

Finding: **Policies 173.00 and 177.00 are satisfied.** McMinnville Water and Light and Northwest Natural Gas were provided opportunity to review and comment regarding this proposal and no concerns were raised.

GOAL X1: TO PROVIDE OPPORTUNITIES FOR CITIZEN INVOLVEMENT IN THE LAND USE DECISION MAKING PROCESS ESTABLISHED BY THE CITY OF McMINNVILLE.

*Policy 188.00 The City of McMinnville shall continue to provide opportunities for citizen involvement in all phases of the planning process. The opportunities will allow for review and comment by community residents and will be supplemented by the availability of information on planning requests and the provision of feedback mechanisms to evaluate decisions and keep citizens informed.*

Finding: **Goal X1 and Policy 188.00 are satisfied.** McMinnville continues to provide opportunities for the public to review and obtain copies of the application materials and completed staff report prior to the holding of advertised public hearing(s). All members of the public have access to provide testimony and ask questions during the public review and hearing process.

### **McMinnville's City Code:**

The following Sections of the McMinnville Zoning Ordinance (Ord. No. 3380) are applicable to the request:

17.74.020 Comprehensive Plan Map Amendment and Zone Change - Review Criteria. An amendment to the official zoning map may be authorized, provided that the proposal satisfies all relevant requirements of this ordinance, and also provided that the applicant demonstrates the following:

- A. The proposed amendment is consistent with the goals and policies of the comprehensive plan;
- B. The proposed amendment is orderly and timely, considering the pattern of development in the area, surrounding land uses, and any changes which may have occurred in the neighborhood or community to warrant the proposed amendment;
- C. Utilities and services can be efficiently provided to service the proposed uses or other potential uses in the proposed zoning district.

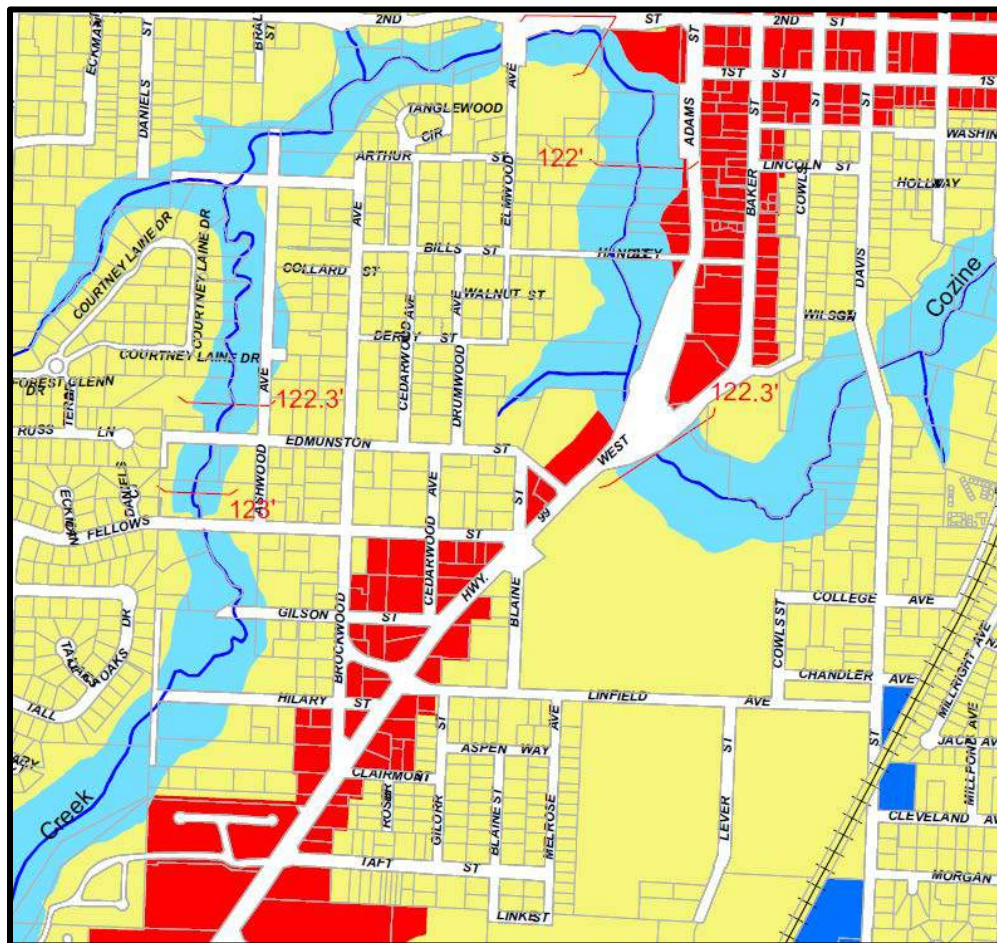
When the proposed amendment concerns needed housing (as defined in the McMinnville Comprehensive Plan and state statutes), criterion "B" shall not apply to the rezoning of land designated for residential use on the plan map.

In addition, the housing policies of the McMinnville Comprehensive Plan shall be given added emphasis and the other policies contained in the plan shall not be used to: (1) exclude needed housing; (2) unnecessarily decrease densities; or (3) allow special conditions to be attached which would have the effect of discouraging needed housing through unreasonable cost or delay.

Finding: **Section 17.74.020 is satisfied by this proposal.**

The proposed Comprehensive Plan Map amendment is consistent with the goals and policies of the Comprehensive Plan, as described in more detail above in the specific findings for each Comprehensive Plan goal and policy.

The development pattern in the area surrounding the subject site includes both residential and commercial land uses. The properties to the west and north along Baker Street are currently designated as Commercial on the Comprehensive Plan Map. The subject site, similar to those other commercially designated properties, is located immediately adjacent to Baker Street/Highway 99W, a higher volume roadway that is generally more compatible with commercial uses than residential uses. While land adjacent to the subject site to the east and further northeast along Cows Street is designated as Residential on the Comprehensive Plan, the change of the subject site to Commercial is not inconsistent with the treatment of other areas along the Highway 99W corridor, both to the south and north of the subject site. In both directions along the Highway 99W corridor, the properties fronting and immediately adjacent to Highway 99W are designated as Commercial, with the lands on the other side of those properties being designated as Residential, showing a transition from Commercial to Residential as properties are located further from the major roadway. That pattern of land use designation can be seen below:



Given the surrounding land uses and development pattern, the proposed amendment of the Comprehensive Plan Map designation from Residential to Commercial is orderly and timely. The commercial land use will complement the other commercial lands surrounding the subject site, and are not inconsistent with

*Utility and Service Provision:* This area is well served by existing sanitary and storm sewer systems as well as other public utilities. The Engineering Department has reviewed this proposal and has offered

no concerns with providing adequate services to this site to support development at the subject site. At the time of development of the site, all necessary utilities and improvements will be required to be completed along with the building permit activities.

*Street System:* The applicant has provided a traffic impact analysis that concluded that the surrounding street network has the capacity to accommodate the number of trips that would result from the applicant's request to amend the Comprehensive Plan Map designation and complete a zone change to allow the development of office and residential uses on the subject site.

The traffic impact analysis included an analysis of the impacts of development of the site on three intersections near the subject site, at Baker Street and SE Handley Street, Baker Street and Cows Street, and Baker Street and the Adams Street U-turn. The analysis also considered the worst case trip generation within the existing Comprehensive Plan Map designation and zone, compared to the reasonable worst case trip generation within the proposed Comprehensive Plan Map designation and zone. The existing zoning of R-4 PD (Multiple Family Residential Planned Development) includes a Planned Development that actually does not specify any particular use on the subject site, only showing it as vacant and noting that future use of the property needed to be determined by Linfield College. Therefore, the applicants assumed the worst case trip generation in the existing zone to be a maximum build out of the number of apartment units that would be allowed in the underlying R-4 zone (83 units based on the lot size). The worst case trip generation was assumed based on the type of development that would be allowed in the zoning district being proposed, should the Comprehensive Plan Map amendment be approved.

The Engineering Department and the Oregon Department of Transportation reviewed the traffic impact analysis, and neither had any concerns with the analysis or the findings. There were some changes in the number of trips and the operation of the intersections included in the traffic impact analysis, which will be reviewed and analyzed during the findings for the eventual zone change proposed for the subject site, as the specific findings of the traffic impact analysis are more directly related to the allowable development of the underlying zone.

CD:sjs



**CITY OF MCMINNVILLE**  
**PLANNING DEPARTMENT**  
231 NE FIFTH STREET  
MCMINNVILLE, OR 97128

503-434-7311  
[www.mcminnvilleoregon.gov](http://www.mcminnvilleoregon.gov)

**DECISION, CONDITIONS, FINDINGS OF FACT AND CONCLUSIONARY FINDINGS FOR THE APPROVAL OF A ZONE CHANGE FROM R-4 PD (MULTIPLE-FAMILY RESIDENTIAL PLANNED DEVELOPMENT) TO O-R (OFFICE/RESIDENTIAL) AT 600 SE BAKER STREET**

**DOCKET:** ZC 4-18 (Zone Change)

**REQUEST:** Approval to change the zoning classification of a property from R-4 PD (Multiple-Family Residential Planned Development) to O-R (Office/Residential) to allow for the development of office residential uses on the subject site.

**LOCATION:** The subject site is located at 600 SE Baker Street, and is more specifically described as Tax Lots 101 and 200, Section 20DD, T. 4 S., R. 4 W., W.M., respectively.

**ZONING:** The subject site's current zoning is R-4 PD (Multiple Family Residential Planned Development)

**APPLICANT:** MV Advancements, on behalf of property owner Linfield College

**STAFF:** Chuck Darnell, Senior Planner

**DATE DEEMED COMPLETE:** November 15, 2018

**HEARINGS BODY:** McMinnville Planning Commission

**DATE & TIME:** December 20, 2018. Civic Hall, 200 NE 2<sup>nd</sup> Street, McMinnville, Oregon.

**HEARINGS BODY:** McMinnville City Council

**DATE & TIME:** January 22, 2018. Civic Hall, 200 NE 2<sup>nd</sup> Street, McMinnville, Oregon.

**PROCEDURE:** A request to change the zoning of a property requires an application to be reviewed by the Planning Commission during a public hearing, as described in Section 17.72.120 of the McMinnville City Code.

**CRITERIA:** The applicable criteria are specified in Section 17.74.020 of the McMinnville City Code.

**APPEAL:** The decision may be appealed within 15 days of the date the decision is mailed as specified in Section 17.72.180 of the McMinnville City Code.

This matter was referred to the following public agencies for comment: McMinnville Fire Department, Police Department, Engineering Department, Building Department, Parks Department, City Manager, and City Attorney; McMinnville Water and Light; McMinnville School District No. 40; Yamhill County Public Works; Yamhill County Planning Department; Frontier Communications; Comcast; and Northwest Natural Gas. Their comments are provided in this exhibit.

Based on the findings and conclusions, the City Council **APPROVES** the Zone Change (ZC 4-18), **subject to the conditions of approval provided in this document.**

City Council: \_\_\_\_\_  
Scott Hill, Mayor of McMinnville

Planning Commission: \_\_\_\_\_  
 Roger Hall, Chair of the McMinnville Planning Commission

Planning Department: \_\_\_\_\_  
Heather Richards, Planning Director

Date: \_\_\_\_\_



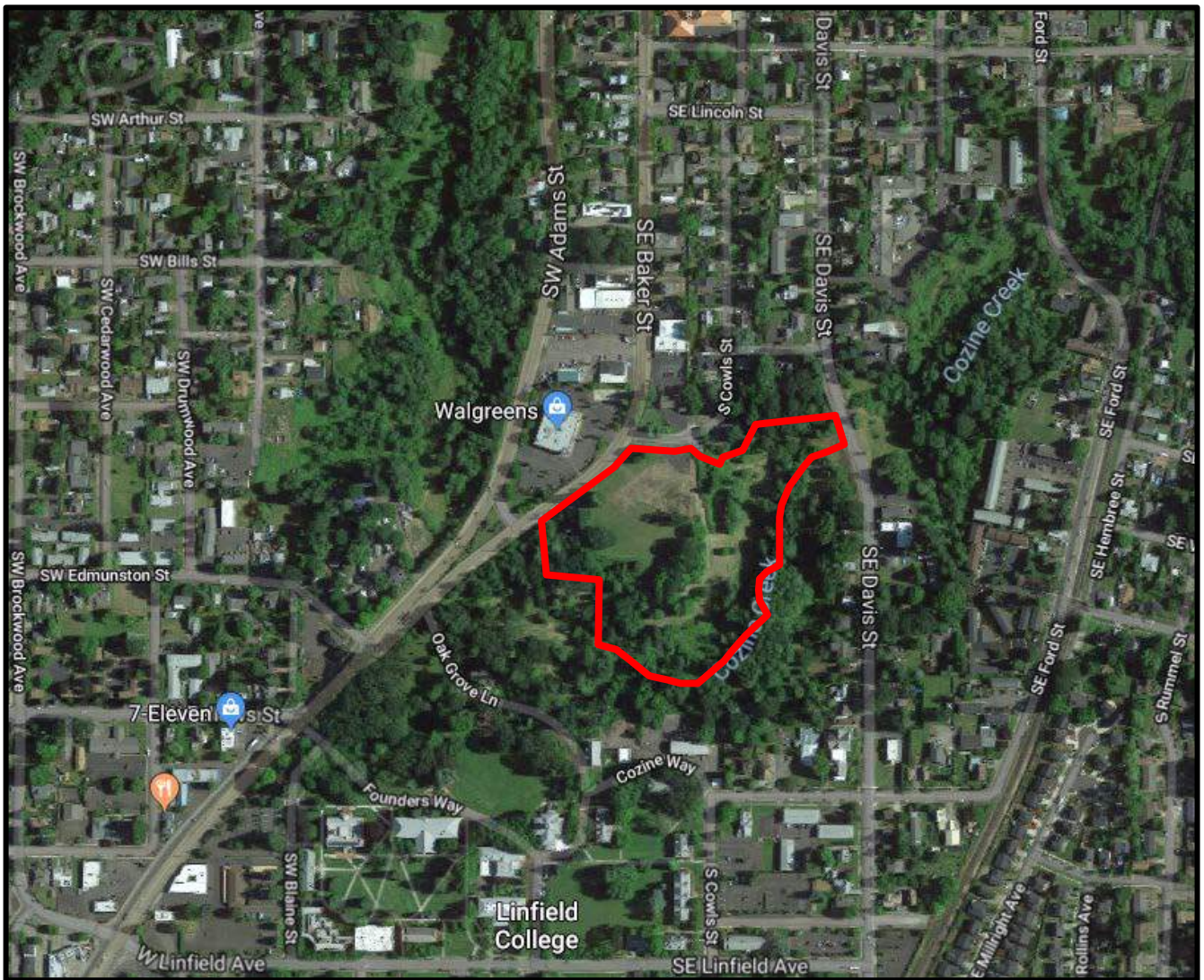
## **APPLICATION SUMMARY:**

The application is a request to change the zoning classification of the property at 600 SE Baker Street from R-4 PD (Multiple-Family Residential Planned Development) to O-R (Office/Residential) to allow for the development of office and residential uses on the subject site.

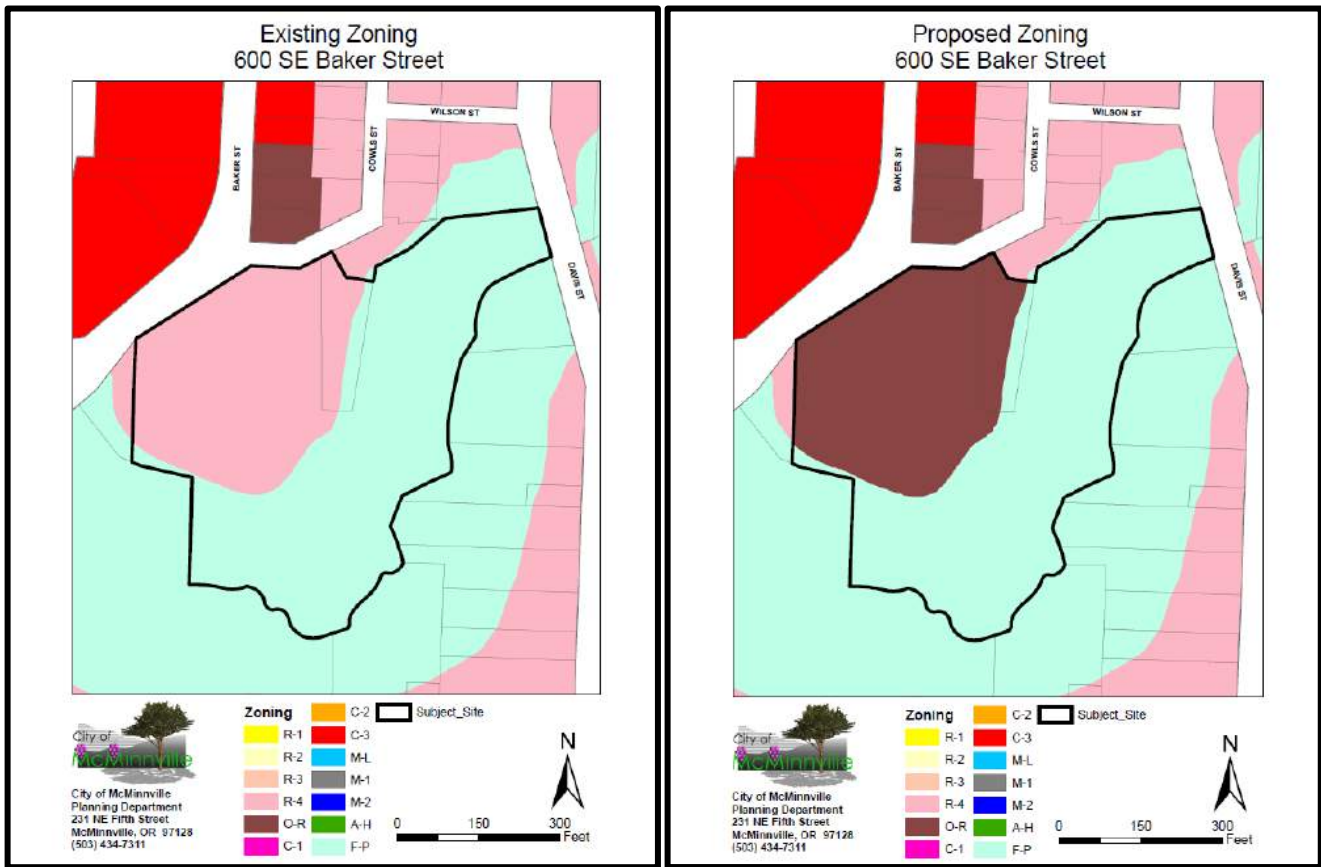
The subject site is currently vacant, other than some older pavement and gravel areas from the site's previous use. The site was the former location of the Columbus Elementary School, which existed upon the site until 1994. The Columbus Elementary School was demolished in 1994 following structural damage that occurred to the building during an earthquake in the spring of 1993. Linfield College has since acquired the property from the McMinnville School District, and has retained ownership of the property since that time. The applicant, MV Advancements, is under contract to purchase the property from Linfield College.

The site is bounded on the north by Cows Street, on the west by Baker Street (Highway 99W), and on the south and east mainly by the Cozine Creek. The property to the north and across Cows Street is zoned O-R (Office/Residential) and the existing uses are salon and office businesses. The property to the west and across Baker Street is zoned C-3 (General Commercial) and the existing use is retail (Walgreens). The property to the east is zoned R-4 (Multiple Family Residential) and is the existing use is a small, four-unit multiple family building. Property further to the northeast along Cows Street is also zoned R-4 (Multiple Family Residential), and consists of various residential uses (multiple family, duplex, and single family dwellings). The property to the south and across Cozine Creek is zoned R-4 PD (Multiple Family Planned Development), and is the north end of the Linfield College campus.

The subject site is identified below (boundary shown below is approximate):

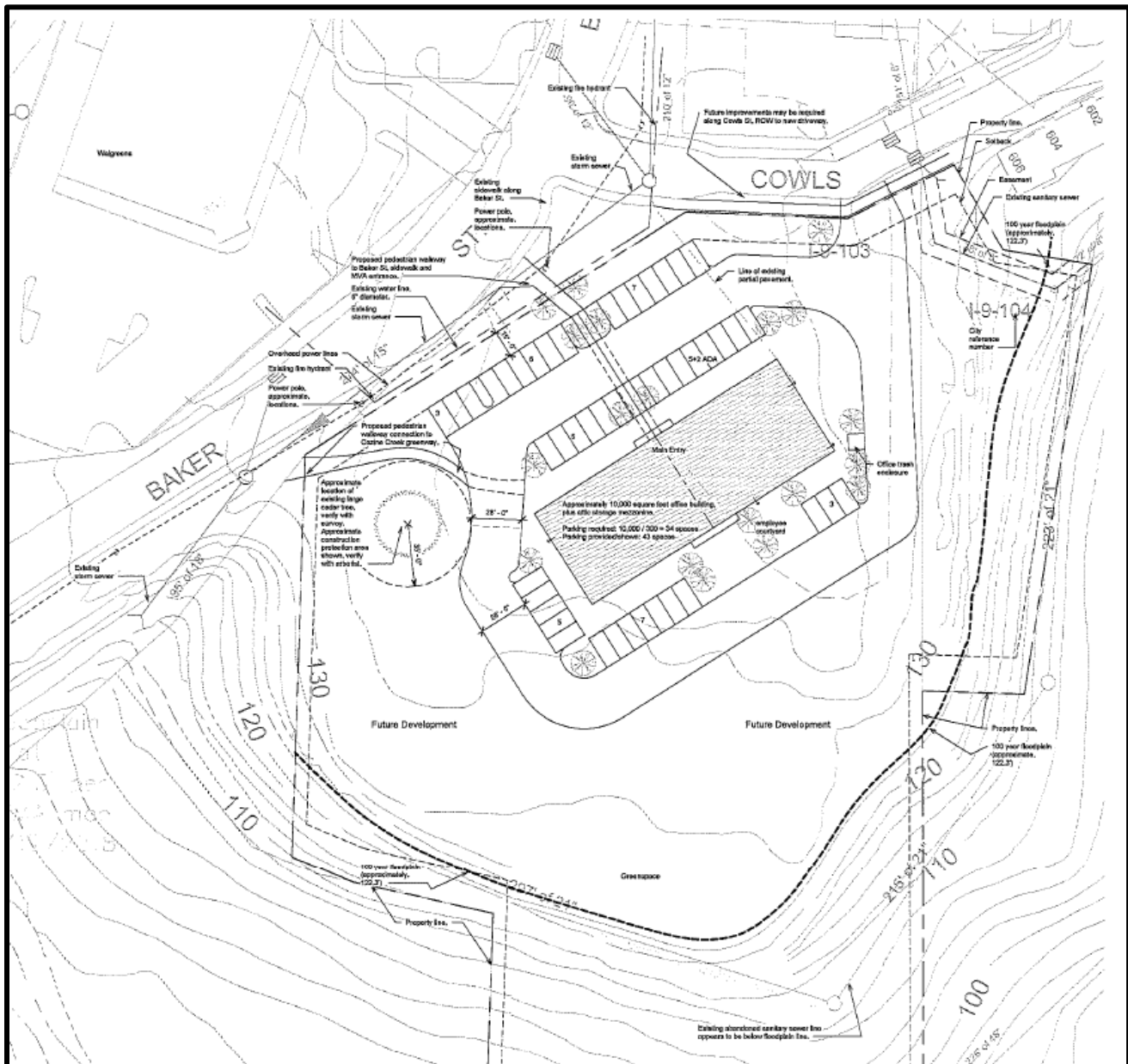


Reference maps showing the existing and proposed zoning designations of the subject site and the surrounding properties are provided below:



The applicant has submitted a conceptual development plan for the site, which they have specifically requested to not be binding on the site in any way, to depict the potential office and multiple-family residential uses they anticipate to construct on the site. The concept plan shows the development of an approximately 10,000 square foot office building, and identifies areas to the south of the office building as “future development” areas where up to 24 multiple family dwelling units could be constructed.

The concept plan, ***which again is not proposed to be binding on the site and is not subject to site or design review as part of the proposed zone change***, is identified below:



## CONDITIONS:

1. That if the site is developed as multiple-family residential, an additional area equivalent to 7 percent of the gross area of the site shall be reserved for usable open space for residents of the multiple-family development site. The usable open space area shall be a contiguous area, shall be located outside of the front yard setback area, and may be counted towards the minimum percent of the total area of the site required to be landscaped by Section 17.57.070(A) of the McMinnville City Code. The 7 percent usable open space area shall be calculated based on the area of the site outside of the floodplain zone.
2. That the large coniferous tree on the western portion of the site, identified as an "existing large cedar tree" on the concept plan provided in the application materials, as well as the large oak tree immediately southwest of the large coniferous tree described above, are preserved during the development of the site.



## **ATTACHMENTS:**

1. CPA 2-18 Application and Attachments (on file with the Planning Department)
2. Oregon Department of Transportation Review Documents and Comments (on file with the Planning Department)

## **COMMENTS:**

### **Agency Comments**

This matter was referred to the following public agencies for comment: McMinnville Fire Department, Police Department, Parks and Recreation Department, Engineering and Building Departments, City Manager, and City Attorney, McMinnville School District No. 40, McMinnville Water and Light, Yamhill County Public Works, Yamhill County Planning Department, Recology Western Oregon, Frontier Communications, Comcast, Northwest Natural Gas. The following comments had been received:

- McMinnville Engineering Department

The application demonstrates that the transportation and sanitary sewer infrastructure is adequate to support the proposal. At the time of building permits, the appropriate infrastructure improvements will be required.

Thus, no comments or suggested conditions of approval.

- Oregon Department of Transportation

Attached are ODOT's comments on the subject TIA\*. Specific questions on these comments should be directed to Keith Blair. Based on this review, we have no comments or objection to the proposed comprehensive plan amendment and zone change. Please include ODOT in any future notifications on this project including findings and conditions of approval.

\*Note – Full ODOT comments referenced above are listed as an attachment and are on file with the Planning Department.

### **Public Comments**

Notice of this request was mailed to property owners located within 300 feet of the subject site. Notice of the public hearing was also provided in the News Register on Tuesday, December 11, 2018. As of the date of the Planning Commission public hearing on December 20, 2018, no public testimony had been received by the Planning Department.

## **FINDINGS OF FACT**

- A. MV Advancements, on behalf of property owner Linfield College, requested a zone change on a property from R-4 PD (Multiple Family Residential Planned Development) to O-R (Office/Residential) to allow for the development of office and residential uses on the subject site. The subject site is located at 600 SE Baker Street, and is more specifically described as Tax Lots 101 and 200, Section 20DD, T. 4 S., R. 4 W., W.M.
- B. The site is currently designated as Residential on the McMinnville Comprehensive Plan Map, 1980. The site is currently zoned R-4 PD (Multiple Family Residential Planned Development) on the McMinnville Zoning Map.

- C. Sanitary sewer and municipal water and power can adequately serve the site. The municipal water reclamation facility has sufficient capacity to accommodate expected waste flows resulting from development of the property.
- D. This matter was referred to the following public agencies for comment: McMinnville Fire Department, Police Department, Parks and Recreation Department, Engineering and Building Departments, City Manager, and City Attorney, McMinnville School District No. 40, McMinnville Water and Light, Yamhill County Public Works, Yamhill County Planning Department, Recology Western Oregon, Frontier Communications, Comcast, Northwest Natural Gas. No comments in opposition were provided to the Planning Department.
- E. Notice of the application was provided by the City of McMinnville to property owners within 300 feet of the subject site, as required by the process described in Section 17.72.120 (Applications–Public Hearings) of the McMinnville Zoning Ordinance. Notice of the public hearing was also provided in the News Register on Tuesday, December 11, 2018. No public testimony was provided to the Planning Department prior to the Planning Commission public hearing.
- F. The applicant has submitted findings (Attachment 1) in support of this application. Those findings are herein incorporated.

### **CONCLUSIONARY FINDINGS:**

#### **McMinnville's Comprehensive Plan:**

The following Goals and policies from Volume II of the McMinnville Comprehensive Plan of 1981 are applicable to this request:

**GOAL II 1: TO PRESERVE THE QUALITY OF THE AIR, WATER, AND LAND RESOURCES WITHIN THE PLANNING AREA.**

*Policy 2.00 The City of McMinnville shall continue to enforce appropriate development controls on lands with identified building constraints, including, but not limited to, excessive slope, limiting soil characteristics, and natural hazards.*

*Policy 9.00 The City of McMinnville shall continue to designate appropriate lands within its corporate limits as "floodplain" to prevent flood induced property damages and to retain and protect natural drainage ways from encroachment by inappropriate uses.*

**Finding: Goal II 1 and Policies 2.00 and 9.00 are satisfied.** The applicant has stated that they have no plans to develop the portion of the property that is located in the Cozine Creek floodplain. Based on wetland, flood plain and topographic maps, it is estimated that approximately 50% of the site is usable (124,575 SF / 2.86 acres). The areas of the subject site that are currently designated on the Zoning Map as F-P (Flood Plain) would keep that zoning district, and only the portions of the subject site outside of the Flood Plan zone would be subject to the proposed Zone Change. The applicant has further stated that they are aware that Linfield College, in conjunction with the Greater Yamhill Watershed Council, has plans to restore the Cozine Creek property between the Linfield campus and this property to its original, native plant species. The applicant has stated that it is their intent to fully cooperate with this restoration.

**GOAL III 1: TO PROVIDE CULTURAL AND SOCIAL SERVICES AND FACILITIES COMMENSURATE WITH THE NEEDS OF OUR EXPANDING POPULATION, PROPERLY LOCATED TO SERVICE THE COMMUNITY AND TO PROVIDE POSITIVE IMPACTS ON SURROUNDING AREAS.**

*Policy 13.00 The City of McMinnville shall allow future community center type facilities, both public and private, to locate in appropriate areas based on impacts on the surrounding land uses and*

*the community as a whole, and the functions, land needs, and service area of the proposed facility.*

*Policy 14.00 The City of McMinnville shall strive to insure that future public community facilities, where possible and appropriate, are consolidated by locating the new structures in close proximity to other public buildings. This will be done in order to realize financial benefits, centralize services, and positively impact future urban development.*

Finding: **Goal III 1 and Policies 13.00 and 14.00 are satisfied.** The applicant, MV Advancements, is an organization that provides social services to individuals who experience disabilities. The proposed Zone Change will allow the applicant to locate office uses on the subject site, thereby providing their services in a location that is properly located to service the community. They have selected the subject site due to its location, being in close proximity to other community services that their clients would need to access. The proximity to downtown McMinnville and the other social service providers in that area allows for the MV Advancements site to still easily provide its services to the community. The site is located on a public transit route, an important locational factor for this social service use as many of their clients rely on public transit for transportation services. Both local routes (Route 2 and Route 3) serve the subject site, with northbound Route 2 passing immediately adjacent to the site, and southbound Route 3 passing close to the site on Adams Street just west of the subject site before Adams Street connects back with SE Baker Street heading southwest. Both of those routes run at regular 10-minute intervals throughout the day on all weekdays, providing connections throughout the city and also to the transit center where connections can be made with other routes.

## Yamhill County Transit Area - McMinnville Service Map



**GOAL V 1:** TO PROMOTE DEVELOPMENT OF AFFORDABLE, QUALITY HOUSING FOR ALL CITY RESIDENTS.

**Policy 58.00** City land development ordinances shall provide opportunities for development of a variety of housing types and densities.

**Policy 59.00** Opportunities for multiple-family and mobile home developments shall be provided in McMinnville to encourage lower-cost renter and owner-occupied housing. Such housing shall be located and developed according to the residential policies in this plan and the land development regulations of the City.

**Policy 64.00** The City of McMinnville shall work in cooperation with other governmental agencies, including the Mid-Willamette Valley Council of Governments and the Yamhill County Housing Authority, and private groups to determine housing needs, provide better housing opportunities and improve housing conditions for low and moderate income families.

**Finding:** Goal V 1 and Policies 58.00, 59.00, and 64.00 are satisfied by this proposal.



The most recently acknowledged Economic Opportunities Analysis for the City of McMinnville, which was acknowledged in 2013, identified a deficit of commercial land within the McMinnville Urban Growth Boundary. The deficit was identified at an amount of 35.8 acres, as shown in Figure 26 from the Economic Opportunities Analysis below:

<b>Figure 26. Comparison of Land Demand to Supply (2013-33)</b>				
<b>Acres by Plan Designation</b>				
	<b>Commercial</b>	<b>Industrial</b>	<b>Total</b>	<b>Comments</b>
<b>Vacant Land Demand</b>				Based on 2013-33 jobs forecast
Commercial	164.6	-	164.6	Commercial retail & service need
Industrial	-	145.1	145.1	Manufacturing & related sectors
Institutional	2.2	8.0	10.2	62% of need w/per job method
<b>Totals</b>	<b>166.8</b>	<b>153.2</b>	<b>319.9</b>	Employment land demand
<b>Available Land Supply</b>				Fully & partially vacant sites
2013 BLI Update	130.9	389.1	520.0	Revised per BLI update 7/13
<b>Surplus/(Deficit)</b>	<b>(35.8)</b>	<b>235.9</b>	<b>200.1</b>	As of 2033 forecast year
Notes: All acreage figures are rounded to nearest 1/10 <sup>th</sup> of an acre.				
Source: E. D. Hovee & Company, LLC.				

The proposed Comprehensive Plan map amendment would address the commercial land deficit identified in the Economic Opportunities Analysis, as approximately 2.86 acres of additional commercial land would be provided for commercial use. However, the proposal would result in the loss of 2.86 acres of land currently designated as Residential on the Comprehensive Plan Map. In the most recently acknowledged Residential Buildable Lands Inventory, which was prepared in 2001, a need for additional land for housing and residential uses was identified. That inventory, which was titled the McMinnville Buildable Land Needs Analysis and Growth Management Plan, identified a deficit of over 1,000 acres of land for housing in Table B-11 of Appendix B.

Therefore, both commercial and residential lands were identified as needed land types in the Economic Opportunities Analysis and Residential Buildable Lands Inventory. The need for residential land was much higher than the need for additional commercial land (over 1,000 acres of residential land compared to 35.8 acres of commercial land). However, the applicant has argued that their proposed zone change will still address the residential land need, as they are proposing to change the zoning to the O-R (Office/Residential) zone that allows for both commercial and residential uses. The applicant has expressed an intent to construct up to 24 residential uses on the subject site in the future.

In regards to the existing status of the subject site, the applicant has argued that the residentially zoned land was not actually available for development of residential uses. The applicant has stated that this land, because it was owned by Linfield College, was not considered as buildable in the last Residential Buildable Lands Inventory. In the Linfield College Master Plan (as approved and adopted under a Planned Development Overlay District by Ordinance 4739), the subject site was shown as vacant land with no specific future land use identified. There were statements in the Master Plan that Linfield College still needed to determine what the future use of the subject site would be. The applicant has provided a letter of support from Linfield College, who currently owns the subject site, providing evidence of their support for the applicant's intended use of the site and the ability to construct up to 24 residential units in conjunction with MV Advancements services or for senior housing. The letter of support states that the sale of the property will include a restrictive covenant to limit the number of residential dwelling units to 24 units, and also states that Linfield College had never considered the sale of the property to allow for the development of the maximum number of dwelling units that the underlying zoning might allow. This supports the applicants arguments that the current site was actually not available for the development of

residential uses, and that it will now be available for up to 24 dwelling units, along with the commercial office space.

The proposed zone change to O-R results in the establishment of a commercial zone on the property. However, it is a zone that allows for mixed use and both commercial and residential uses. The ability to have a mix of uses on the subject site will allow for unique and innovative development techniques in the establishment of both office and residential units on the subject site. The applicant has also provided evidence (in the form of a letter of support) that restrictive covenants will be placed on the site to limit the residential uses of the site to those types that would be in conjunction with MV Advancements services (which are provided to individuals with disabilities) or for senior housing. The provision of this type of housing will provide a variety of housing types and potentially lower-cost housing, and also ensures cooperation with a private group (MV Advancements) to provide better housing opportunities and improve housing conditions for low and moderate income families

**GOAL V 2:** TO PROMOTE A RESIDENTIAL DEVELOPMENT PATTERN THAT IS LAND-INTENSIVE AND ENERGY-EFFICIENT, THAT PROVIDES FOR AN URBAN LEVEL OF PUBLIC AND PRIVATE SERVICES, AND THAT ALLOWS UNIQUE AND INNOVATIVE DEVELOPMENT TECHNIQUES TO BE EMPLOYED IN RESIDENTIAL DESIGNS.

*Policy 68.00 The City of McMinnville shall encourage a compact form of urban development by directing residential growth close to the city center and to those areas where urban services are already available before committing alternate areas to residential use.*

*Policy 69.00 The City of McMinnville shall explore the utilization of innovative land use regulatory ordinances which seek to integrate the functions of housing, commercial, and industrial developments into a compatible framework within the city.*

**Finding: Goal V 2 and Policies 68.00 and 69.00 are satisfied by this proposal.** The zone change will allow for residential, as well as commercial, development in an area of the city that is already developed and has urban level services available to serve the site. As noted in the finding for Goal V 1 and Policies 58.00 and 59.00 above, the proposed zone change is justified, given that the zone change will provide for commercial land identified as a needed land type in the Economic Opportunities Analysis, but as a mixed use zone, will also provide an opportunity for the development of residential uses, which are also identified as needed land type in the 2001 McMinnville Buildable Land Needs Analysis and Growth Management Plan. This mixed use zone allows for the utilization of the City's only innovative mixed use zone to integrate the functions of both housing and commercial uses on the subject site.

*Policy 71.13 The following factors should serve as criteria in determining areas appropriate for high-density residential development:*

- 1. Areas which are not committed to low or medium density development;*
- 2. Areas which can be buffered by topography, landscaping, collector or arterial streets, or intervening land uses from low density residential areas in order to maximize the privacy of established low density residential areas;*
- 3. Areas which have direct access from a major collector or arterial street;*
- 4. Areas which are not subject to development limitations;*
- 5. Areas where the existing facilities have the capacity for additional development;*
- 6. Areas within a one-half mile wide corridor centered on existing or planned public transit routes;*
- 7. Areas within one-quarter mile from neighborhood and general commercial shopping centers; and*

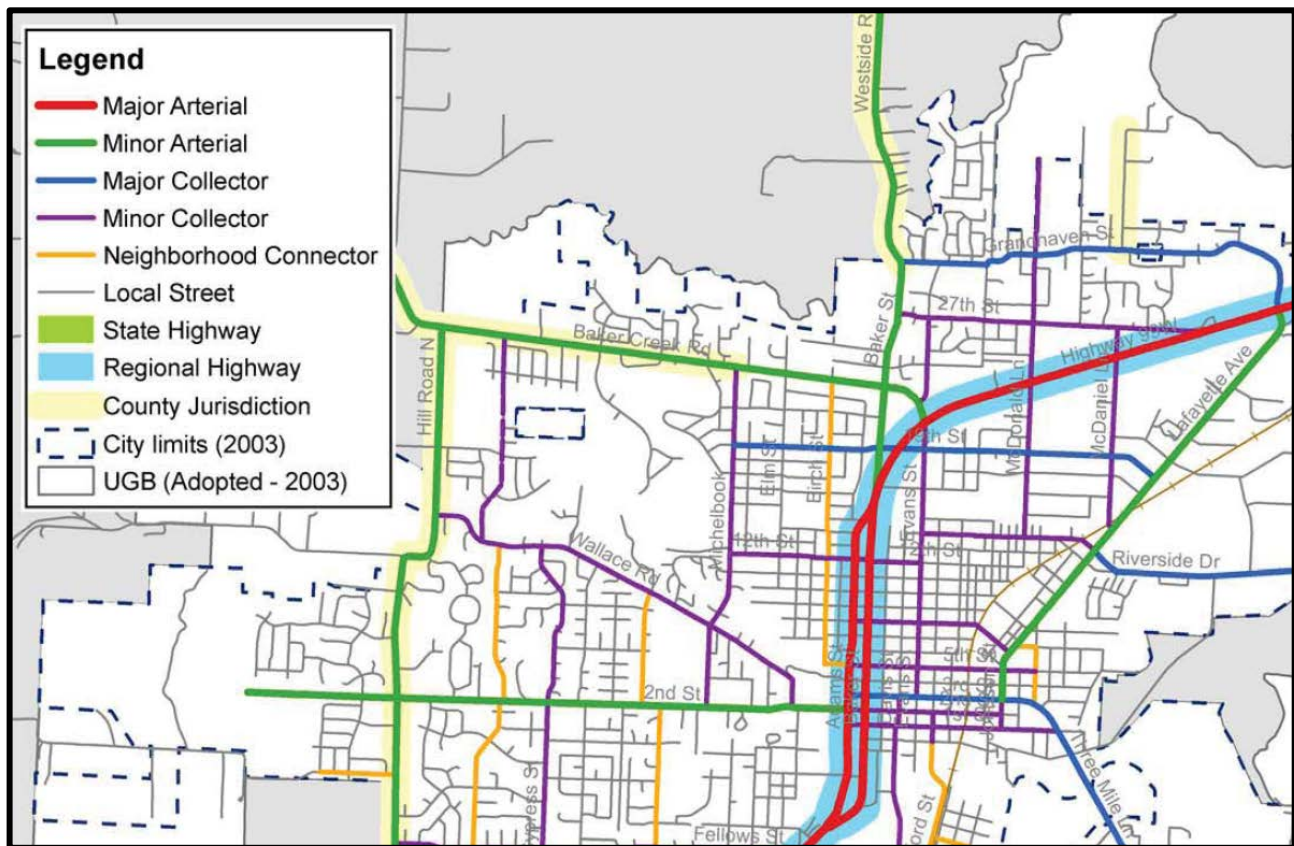
8. *Areas adjacent to either private or public permanent open space.*

**Finding: Policy 71.13 is satisfied by this proposal, and a condition of approval is included to ensure that the policy is satisfied.**

As stated above, the zone change request satisfies multiple Comprehensive Plan goals and policies by providing for additional commercially zoned land, which is identified as a needed land type, while still providing opportunities for multiple family residential housing. While the proposed zone change results in a commercial zoning designation (in the Office/Residential zone), the policies related to the siting of higher density residential development apply to the zone change request, as that type of use is permitted in the O-R (Office/Residential) zone.

The subject site is not committed to low or medium density development, as the current underlying zoning is technically R-4 (Multiple Family Residential), but is overlaid by a Planned Development Overlay District that does not specify any future land use type. The subject site is bounded on the west by an arterial street (SE Baker Street/Highway 99W), and to the south and southeast by topography and the Cozine Creek, providing buffering and privacy between the subject site and adjacent properties. The only property immediately adjacent to the subject site, located immediately east along Cows Street, is zoned R-4 (Multiple Family Residential) so therefore is not low density residential. While the Comprehensive Plan policies do not require locational factors to buffer from other adjacent high density residential areas, the proposed O-R (Office/Residential) zone includes some yard requirements that will provide setbacks and spacing between buildings and property lines, as well as a limitation on building height to no more than 35 feet, which is the maximum building height in lower density residential zones. These standards will provide some buffering from adjacent residential areas, even though they are also high density zones.

The site does have frontage on an arterial street. As shown in the Transportation System Plan street functional classification system map below, SE Baker Street/Highway 99W is classified as a major arterial street. However, the applicant is proposing to only provide access to the site from Cows Street, given the traffic and safety concerns with having a new access directly onto SE Baker Street in this location near the connection of Adams and Baker Streets, and with its proximity to the existing intersection at Baker Street and Cows Street. The applicant submitted a traffic impact analysis showing that the site's access onto Cows Street can be accommodated without any significant impacts on the surrounding street network. More detail on the traffic impact analysis is provided in the findings for the zone change review criteria below. Comprehensive Plan Policy 91.00 does provide some additional flexibility in the type of street that a multiple-family residential development should be accessed from. Specifically, Policy 91.00 states that "Multiple-family housing developments shall be required to access off of arterials or collectors or streets determined by the City to have sufficient carrying capacities to accommodate the proposed development." Given the findings of the traffic impact analysis, it can be found that the site has appropriate access for higher density development that would be allowed in the O-R (Office/Residential) zone.



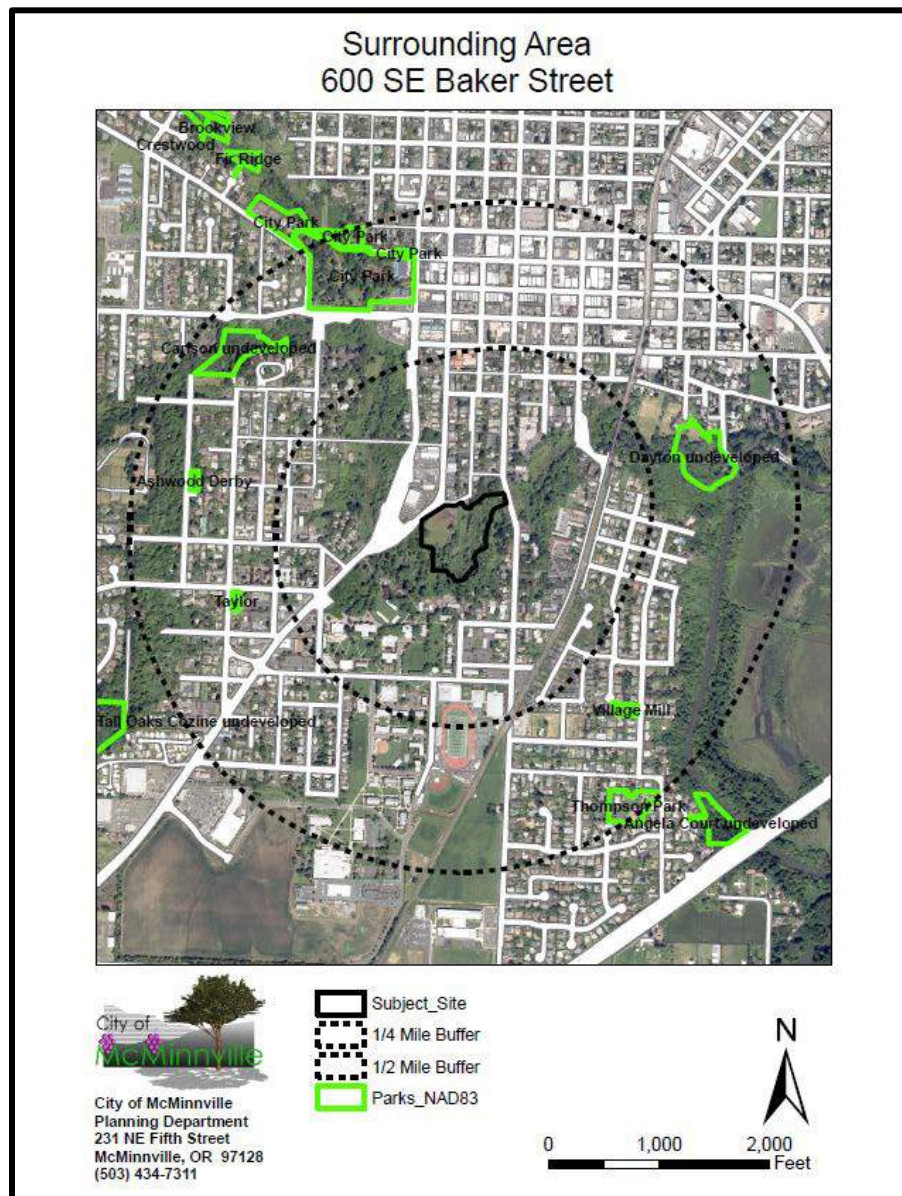
There are not any major development limitations with the subject site, and the Engineering Department has not identified any issues with providing services and infrastructure to the subject site to support higher density residential development.

As discussed in more detail above, existing transit service is located in close proximity to the site. Routes 2 and 3 along Adams and Baker Streets are well within one-half mile of the subject site. The subject site is also located well within one-quarter mile of commercially zoned property, with commercially zoned property immediately across Baker Street from the subject site and other O-R zoned property located north of the subject site across Cows Street. These commercially zoned properties currently provide retail uses and other commercial services (professional office, medical, salon, etc.) in close proximity to the subject site.

In regards to private or public open space, there is some private open space on the subject site in the areas that are designated as floodplain. These areas are protected in the McMinnville City Code, as development in the floodplain areas is very limited. In addition, the applicant is proposing to maintain this area as natural open space, with statements in the application that they will be partnering with Linfield College and the Greater Yamhill Watershed Council in their efforts to restore the Cozine Creek property between the subject site and the Linfield College campus by re-establishing native plant species. However, the floodplain area was not found to meet the required private open space requirement due to its inaccessibility and that it would be flooded or unusable at certain times. Because there are no other public open spaces adjacent to the site, a condition of approval is included to require that, if the site is eventually developed with multiple family residential uses, an area equivalent to 7 percent of the gross area of the site be reserved for usable open space for residents of the multiple family development site.

A map showing the locations of amenities surrounding the subject site is provided below:

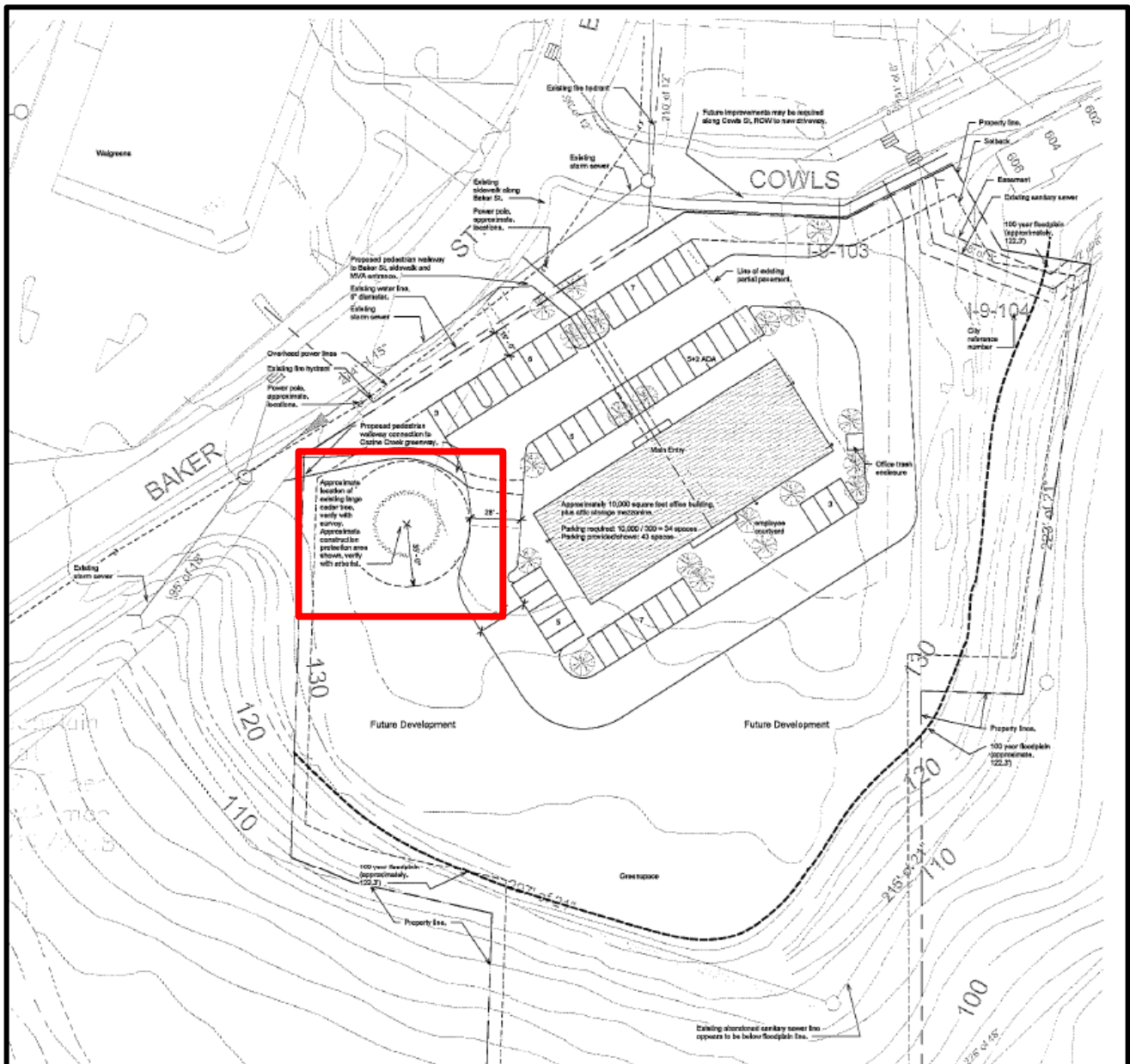




*Policy 80.00 In proposed residential developments, distinctive or unique natural features such as wooded areas, isolated preservable trees, and drainage swales shall be preserved wherever feasible.*

**Finding:** Policy 80.00 is satisfied by this proposal and a condition of approval is included to ensure that the policy is satisfied.

The subject site contains two large, significant trees, both of which are preservable and isolated on the site. The applicant's concept plan, while conceptual in nature and in no way binding on the site, identifies clearly one of these trees. This tree, and its location on the concept plan, is identified below:



The large coniferous tree identified on the concept plan, as well as a large existing oak tree directly to the south of the coniferous tree, can be seen in the image below:



In order to ensure that these large, mature, and distinctive trees are retained during the site development, a condition of approval is included to require that these two trees be preserved on the site.

*Policy 84.00 Multiple-family, low-cost housing (subsidized) shall be dispersed throughout the community by appropriate zoning to avoid inundating any one area with a concentration of this type of housing.*

*Policy 86.00 Dispersal of new multiple-family housing development will be encouraged throughout the residentially designated areas in the City to avoid a concentration of people, traffic congestion, and noise. The dispersal policy will not apply to areas on the fringes of the downtown "core," and surrounding Linfield College where multiple-family developments shall still be allowed in properly designated areas.*

**Finding:** **Policy 84.00 and Policy 86.00 are satisfied by this proposal.** The subject site is not specifically intended to provide subsidized housing, and the site is within the fringes of Linfield College. Therefore, neither of these policies are applicable.

*Policy 89.00 Zoning standards shall require that all multiple-family housing developments provide landscaped grounds.*

**Finding: Policy 89.00 is satisfied by this proposal.** Landscaping will be required for any future proposed multiple-family housing development at the time of development.

- Policy 90.00 Greater residential densities shall be encouraged to locate along major and minor arterials, within one-quarter mile from neighborhood and general commercial shopping centers, and within a one-half mile wide corridor centered on existing or planned public transit routes. (Ord. 4840, January 11, 2006; Ord. 4796, October 14, 2003)*
- Policy 91.00 Multiple-family housing developments, including condominiums, boarding houses, lodging houses, rooming houses but excluding campus living quarters, shall be required to access off of arterials or collectors or streets determined by the City to have sufficient traffic carrying capacities to accommodate the proposed development. (Ord. 4573, November 8, 1994)*
- Policy 92.00 High-density housing developments shall be encouraged to locate along existing or potential public transit routes.*
- Policy 92.01 High-density housing shall not be located in undesirable places such as near railroad lines, heavy industrial uses, or other potential nuisance areas unless design factors are included to buffer the development from the incompatible use. (Ord. 4796, October 14, 2003)*
- Policy 92.02 High-density housing developments shall, as far as possible, locate within reasonable walking distance to shopping, schools, and parks, or have access, if possible, to public transportation. (Ord. 4796, October 14, 2003)*

**Finding: Policies 90.00, 91.00, 92.00, 92.01 and 92.02 are satisfied by this proposal.**

As discussed in more detail above, the subject site is located well within one-quarter mile of areas zoned for commercial uses, is located immediately adjacent to existing public transit routes, and is accessed off of a roadway with sufficient traffic carrying capacities to accommodate the development of the site in the proposed zone. The applicant has submitted a traffic impact analysis that shows that the zone change on the subject site would not have any significant or adverse impacts on the surrounding street system. Given the findings of the traffic impact analysis, it can be found that the site has appropriate access for higher density development. More detail on the traffic impact analysis is provided in the findings for the zone change review criteria below. Findings for the additional locational requirements are also provided in the findings for Policy 71.13 above. The subject site is not located near any of the undesirable places listed in Policy 92.01.

- Policy 99.00 An adequate level of urban services shall be provided prior to or concurrent with all proposed residential development, as specified in the acknowledged Public Facilities Plan. Services shall include, but not be limited to:*
- 1. Sanitary sewer collection and disposal lines. Adequate municipal waste treatment plant capacities must be available.*
  - 2. Storm sewer and drainage facilities (as required).*
  - 3. Streets within the development and providing access to the development, improved to city standards (as required).*
  - 4. Municipal water distribution facilities and adequate water supplies (as determined by City Water and Light). (as amended by Ord. 4796, October 14, 2003)*
  - 5. Deleted as per Ord. 4796, October 14, 2003.*

**Finding: Policy 99.00 is satisfied by this proposal.** Adequate levels of sanitary sewer collection, storm sewer and drainage facilities, and municipal water distribution systems and supply either



presently serve or can be made available to adequately serve the site. Additionally, the Water Reclamation Facility has the capacity to accommodate flow resulting from development of this site. Any necessary or required street improvements shall be required at the time of development of the subject site.

**GOAL VI 1: TO ENCOURAGE DEVELOPMENT OF A TRANSPORTATION SYSTEM THAT PROVIDES FOR THE COORDINATED MOVEMENT OF PEOPLE AND FREIGHT IN A SAFE AND EFFICIENT MANNER.**

*Policy 117.00 The City of McMinnville shall endeavor to insure that the roadway network provides safe and easy access to every parcel.*

*Policy 119.00 The City of McMinnville shall encourage utilization of existing transportation corridors, wherever possible, before committing new lands.*

*Policy 120.00 The City of McMinnville may require limited and/or shared access points along major and minor arterials, in order to facilitate safe access flows.*

*Policy 122.00 The City of McMinnville shall encourage the following provisions for each of the three functional road classifications: [in part]*

*3. Major, Minor arterials.*

- a. Access should be controlled, especially on heavy traffic-generating developments.*
- b. Designs should minimize impacts on existing neighborhoods.*
- c. Sufficient street rights-of-way should be obtained prior to development of adjacent lands.*
- d. On-street parking should be limited wherever necessary.*
- e. Landscaping should be required along public rights-of-way.*

**Finding: Goal VI 1 and Policies 117.00, 119.00, 120.00 and 122.00 are satisfied by this proposal.**

The subject site is currently adjacent to the SE Baker Street public right-of-way and street. SE Baker Street/Highway 99W is identified in the Transportation System Plan as a major arterial street. The applicant provided a traffic impact analysis that analyzed the proposed access to the site off of the major arterial but still in close proximity to allow for trips generated from the site to enter the arterial at an existing major intersection. The traffic impact analysis also analyzed the change in trips and the impacts of a reasonable worst case development that could be allowed under an eventual zoning designation, and found that there were no significant impacts to the functionality of the surrounding street network. More detail on the traffic impact analysis is provided in the findings for the zone change review criteria below. Any right-of-way improvements required for the subject site will be required at the time of development.

*Policy 126.00 The City of McMinnville shall continue to require adequate off-street parking and loading facilities for future developments and land use changes.*

*Policy 127.00 The City of McMinnville shall encourage the provision of off-street parking where possible, to better utilize existing and future roadways and right-of-ways as transportation routes.*

**Finding: Policies 126.00 and 127.00 are satisfied.** Off-street parking will be required based on the type of development proposed and allowed under the eventual zoning of the subject site.

*Policy 130.00 The City of McMinnville shall encourage implementation of the Bicycle System Plan that connect residential areas to activity areas such as the downtown core, areas of work, schools, community facilities, and recreation facilities.*

*Policy 132.15 The City of McMinnville shall require that all new residential developments such as subdivisions, planned developments, apartments, and condominium complexes provide pedestrian connections with adjacent neighborhoods.*

**Finding: Policies 130.00 and 132.15 are satisfied.** If it is determined that the existing public sidewalks are not sufficient at the time of development, they will be required to be upgraded to Public Right-of-Way Accessibility Guidelines (PROWAG) as a condition of building permit approval, which will enhance pedestrian connections between the site and the surrounding area.

**GOAL VII 1:** TO PROVIDE NECESSARY PUBLIC AND PRIVATE FACILITIES AND UTILITIES AT LEVELS COMMENSURATE WITH URBAN DEVELOPMENT, EXTENDED IN A PHASED MANNER, AND PLANNED AND PROVIDED IN ADVANCE OF OR CONCURRENT WITH DEVELOPMENT, IN ORDER TO PROMOTE THE ORDERLY CONVERSION OF URBANIZABLE AND FUTURE URBANIZABLE LANDS TO URBAN LANDS WITHIN THE McMINNVILLE URBAN GROWTH BOUNDARY.

*Policy 136.00 The City of McMinnville shall insure that urban developments are connected to the municipal sewage system pursuant to applicable city, state, and federal regulations.*

*Policy 139.00 The City of McMinnville shall extend or allow extension of sanitary sewage collection lines with the framework outlined below:*

- 5. Sufficient municipal treatment capacities exist to handle maximum flows of effluents.*
- 6. Sufficient trunk and main line capacities remain to serve undeveloped land within the projected service areas of those lines.*
- 7. Public water service is extended or planned for extension to service the area at the proposed development densities by such time that sanitary sewer services are to be utilized*
- 8. Extensions will implement applicable goals and policies of the comprehensive plan.*

*Policy 142.00 The City of McMinnville shall insure that adequate storm water drainage is provided in urban developments through review and approval of storm drainage systems, and through requirements for connection to the municipal storm drainage system, or to natural drainage ways, where required.*

*Policy 143.00 The City of McMinnville shall encourage the retention of natural drainage ways for storm water drainage.*

*Policy 144.00 The City of McMinnville, through McMinnville Water and Light, shall provide water services for development at urban densities within the McMinnville Urban Growth Boundary.*

*Policy 145.00 The City of McMinnville, recognizing McMinnville Water and Light as the agency responsible for water system services, shall extend water services within the framework outlined below:*

- 5. Facilities are placed in locations and in such manner as to insure compatibility with surrounding land uses.*
- 6. Extensions promote the development patterns and phasing envisioned in the McMinnville Comprehensive Plan.*
- 7. For urban level developments within McMinnville, sanitary sewers are extended or planned for extension at the proposed development densities by such time as the water services are to be utilized;*

8. *Applicable policies for extending water services, as developed by the City Water and Light Commission, are adhered to.*

*Policy 147.00 The City of McMinnville shall continue to support coordination between city departments, other public and private agencies and utilities, and McMinnville Water and Light to insure the coordinated provision of utilities to developing areas. The City shall also continue to coordinate with McMinnville Water and Light in making land use decisions.*

*Policy 151.00 The City of McMinnville shall evaluate major land use decisions, including but not limited to urban growth boundary, comprehensive plan amendment, zone changes, and subdivisions using the criteria outlined below:*

6. *Sufficient municipal water system supply, storage and distribution facilities, as determined by McMinnville Water and Light, are available or can be made available, to fulfill peak demands and insure fire flow requirements and to meet emergency situation needs.*
7. *Sufficient municipal sewage system facilities, as determined by the City Public Works Department, are available, or can be made available, to collect, treat, and dispose of maximum flows of effluents.*
8. *Sufficient water and sewer system personnel and resources, as determined by McMinnville Water and Light and the City, respectively, are available, or can be made available, for the maintenance and operation of the water and sewer systems.*
9. *Federal, state, and local water and waste water quality standards can be adhered to.*
10. *Applicable policies of McMinnville Water and Light and the City relating to water and sewer systems, respectively, are adhered to.*

**Finding: Goal VII 1 and Policies 136.00, 139.00, 142.00, 143.00, 144.00, 145.00, 147.00 and 151.00 are satisfied by the proposal.**

Based on comments received, adequate levels of sanitary sewer collection, storm sewer and drainage facilities, municipal water distribution systems and supply, and energy distribution facilities, either presently serve or can be made available to serve the site. Additionally, the Water Reclamation Facility has the capacity to accommodate flow resulting from development of this site. Administration of all municipal water and sanitary sewer systems guarantee adherence to federal, state, and local quality standards. The City of McMinnville shall continue to support coordination between city departments, other public and private agencies and utilities, and McMinnville Water and Light to insure the coordinated provision of utilities to developing areas and in making land-use decisions.

*Policy 153.00 The City of McMinnville shall continue coordination between the planning and fire departments in evaluating major land use decisions.*

*Policy 155.00 The ability of existing police and fire facilities and services to meet the needs of new service areas and populations shall be a criterion used in evaluating annexations, subdivision proposals, and other major land use decisions.*

**Finding: Policies 153.00 and 155.00 are satisfied.** Emergency services departments have reviewed this request and no concerns were raised. Any requirements of the Oregon Fire Code or Building Code will be required at the time of development.

**GOAL VII 3: TO PROVIDE PARKS AND RECREATION FACILITIES, OPEN SPACES, AND SCENIC AREAS FOR THE USE AND ENJOUMENT OF ALL CITIZENS OF THE COMMUNITY.**

*Policy 163.00 The City of McMinnville shall continue to require land, or money in lieu of land, from new residential developments for the acquisition and/or development of parklands, natural areas, and open spaces.*

**Finding: Goal VII 3 and Policy 163.00 are satisfied.** Park fees shall be paid for each housing unit at the time of building permit application as required by McMinnville Ordinance 4282, as amended.

**GOAL VIII 1: TO PROVIDE ADEQUATE ENERGY SUPPLIES, AND THE SYSTEMS NECESSARY TO DISTRIBUTE THAT ENERGY, TO SERVICE THE COMMUNITY AS IT EXPANDS.**

*Policy 173.00 The City of McMinnville shall coordinate with McMinnville Water and Light and the various private suppliers of energy in this area in making future land use decisions.*

*Policy 177.00 The City of McMinnville shall coordinate with natural gas utilities for the extension of transmission lines and the supplying of this energy resource.*

**Finding: Policies 173.00 and 177.00 are satisfied.** McMinnville Water and Light and Northwest Natural Gas were provided opportunity to review and comment regarding this proposal and no concerns were raised.

*Policy 178.00 The City of McMinnville shall encourage a compact urban development pattern to provide for conservation of all forms of energy.*

**Finding: Policy 178.00 is satisfied.** The applicant is proposing to amend the current zoning designations of this site to O-R (Office/Residential) to allow for both office and multiple family housing uses on the subject site, thereby achieving a more compact form of urban development and energy conservation in an area of the city that is already fully developed and provided with urban services.

**GOAL X1: TO PROVIDE OPPORTUNITIES FOR CITIZEN INVOLVEMENT IN THE LAND USE DECISION MAKING PROCESS ESTABLISHED BY THE CITY OF McMINNVILLE.**

*Policy 188.00 The City of McMinnville shall continue to provide opportunities for citizen involvement in all phases of the planning process. The opportunities will allow for review and comment by community residents and will be supplemented by the availability of information on planning requests and the provision of feedback mechanisms to evaluate decisions and keep citizens informed.*

**Finding: Goal X1 and Policy 188.00 are satisfied.** McMinnville continues to provide opportunities for the public to review and obtain copies of the application materials and completed staff report prior to the holding of advertised public hearing(s). All members of the public have access to provide testimony and ask questions during the public review and hearing process.

### **McMinnville's City Code:**

The following Sections of the McMinnville Zoning Ordinance (Ord. No. 3380) are applicable to the request:

17.74.020 Comprehensive Plan Map Amendment and Zone Change - Review Criteria. An amendment to the official zoning map may be authorized, provided that the proposal satisfies all relevant requirements of this ordinance, and also provided that the applicant demonstrates the following:

- D. The proposed amendment is consistent with the goals and policies of the comprehensive plan;

- E. The proposed amendment is orderly and timely, considering the pattern of development in the area, surrounding land uses, and any changes which may have occurred in the neighborhood or community to warrant the proposed amendment;
- F. Utilities and services can be efficiently provided to service the proposed uses or other potential uses in the proposed zoning district.

When the proposed amendment concerns needed housing (as defined in the McMinnville Comprehensive Plan and state statutes), criterion "B" shall not apply to the rezoning of land designated for residential use on the plan map.

In addition, the housing policies of the McMinnville Comprehensive Plan shall be given added emphasis and the other policies contained in the plan shall not be used to: (1) exclude needed housing; (2) unnecessarily decrease densities; or (3) allow special conditions to be attached which would have the effect of discouraging needed housing through unreasonable cost or delay.

**Finding: Section 17.74.020 is satisfied by this proposal.**

The proposed Zone Change is consistent with the goals and policies of the Comprehensive Plan, as described in more detail above in the specific findings for each Comprehensive Plan goal and policy.

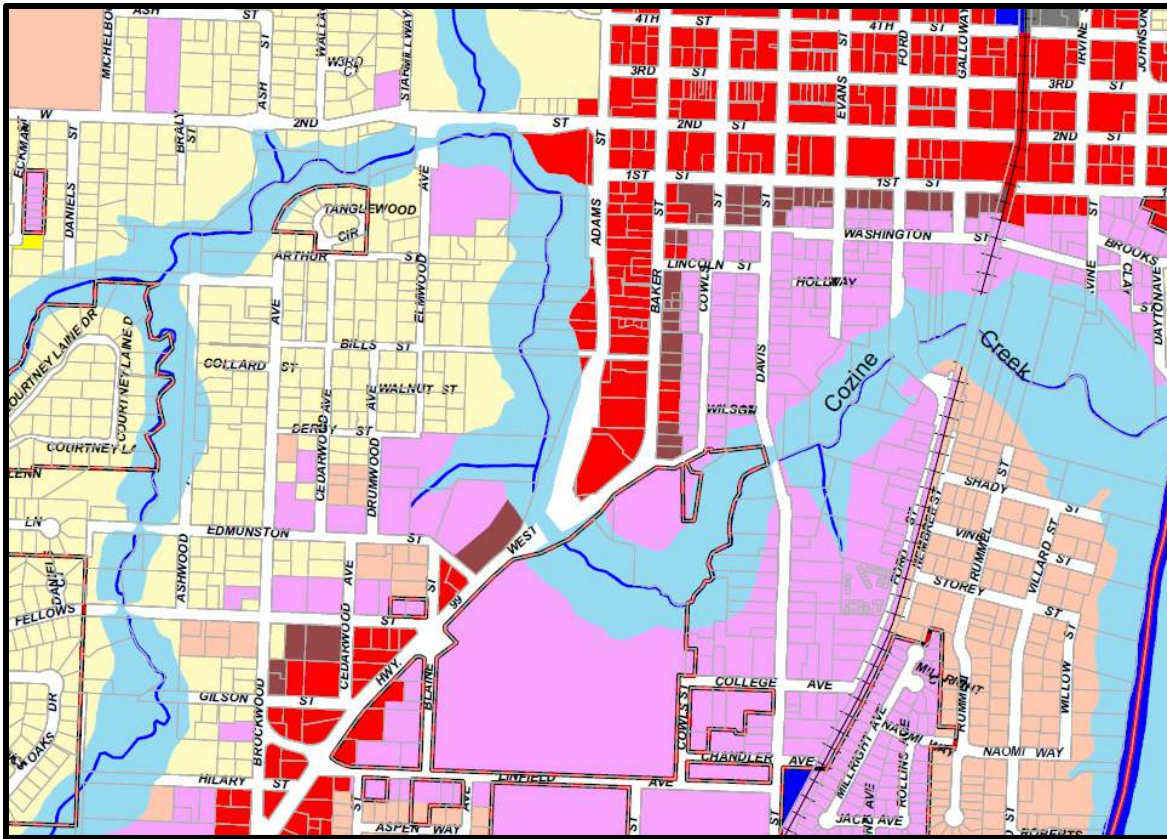
The development pattern in the area surrounding the subject site includes both residential and commercial land uses and zones. The properties to the west and north between Adams Street and Baker Street are currently zoned C-3 (General Commercial). Properties immediately to the north of the subject site, but also fronting Baker Street are currently zoned O-R (Office/Residential), the same zone the applicant is proposing for the subject site. The subject site, similar to those other commercially zoned properties, is located immediately adjacent to Baker Street/Highway 99W, a higher volume roadway that is generally more compatible with commercial uses than residential uses. While land adjacent to the subject site to the east and further northeast along Cows Street is zoned R-4 (Multiple Family Residential), the change of the subject site to the O-R (Office/Residential) zone is not inconsistent with the treatment of other areas along this portion of the Highway 99W corridor.

Also, the proposed O-R (Office/Residential) zone at this location meets multiple other goals or intended uses for the O-R zone. Specifically, the purpose statement for the O-R (Office/Residential) zone in Section 17.24.010 of the McMinnville City Code states:

The purpose and intent of this zone is at least two-fold. One, it may be used to provide a transition and buffer area between commercially zoned and residentially zoned areas; and two, it is intended to provide an incentive for the preservation of old and historical structures. It may also serve as a buffer zone along major arterials between the roadway and the interior residential areas. Therefore, the requirements set forth herein should be interpreted in relationship to the protection of abutting residential areas. Implementation and interpretation should take into consideration those factors conducive to a healthy place to live, and improvements should be in scale and relationship to surrounding property uses.

The proposed zone change would be consistent with the purpose of the O-R (Office/Residential) zone, as the subject site is located between commercially zoned property across Baker Street to the west and residentially zoned property along Cows Street to the east. The change to the O-R zone would provide a transition between commercial and residential zones, and also would serve as a buffer zone along the major arterial roadway, that being Baker Street/Highway 99W, and the interior residential areas further east and northeast along Cows Street. The O-R (Office/Residential) zone also includes some yard requirements that will provide setbacks and spacing between buildings and property lines, as well as a limitation on building height to no more than 35 feet, which is the maximum building height in lower density residential zones. These standards would not apply if the request was to change to another commercial zone such as C-3 (General Commercial, and will provide some buffering from the adjacent residential areas.

The zoning map in the area surrounding the subject site can be seen below, showing other properties in the vicinity that are currently zoned O-R (Office/Residential) that provide for a transition between commercial and residential zones.



Given the surrounding land uses and development pattern, the proposed zone change is orderly and timely. The change to the O-R (Office/Residential) zone will complement the other commercially zoned lands surrounding the subject site, and will ensure a transition from commercial to residential use.

**Utility and Service Provision:** This area is well served by existing sanitary and storm sewer systems as well as other public utilities. The Engineering Department has reviewed this proposal and has offered no concerns with providing adequate services to this site to support development at the subject site. At the time of development of the site, all necessary utilities and improvements will be required to be completed along with the building permit activities.

**Street System:** The applicant has provided a traffic impact analysis that concluded that the surrounding street network has the capacity to accommodate the number of trips that would result from the applicant's request to amend the Comprehensive Plan Map designation and complete a zone change to O-R (Office/Residential) to allow the development of office and residential uses on the subject site.

The traffic impact analysis included an analysis of the impacts of development of the site on three intersections near the subject site, at Baker Street and SE Handley Street, Baker Street and Cowls Street, and Baker Street and the Adams Street U-turn. In determining site generated traffic and trip distribution, it was determined that a majority of the traffic to and from the site would come to and from Highway 99W, with 45% of the trips to and from Adams Street and 50% of the trips to and from Baker Street. Only 5% of the trips were determined to travel to and from Cowls Street, so no intersections on Cowls Street were included in the traffic impact analysis.



The analysis also considered the Oregon Transportation Planning Rule (TPR) to ensure that the proposed development would not have any significant effect on any existing or planned transportation facility. To analyze the potential effects of the proposed development, the worst case trip generation within the existing Comprehensive Plan Map designation and zone was compared to the reasonable worst case trip generation within the proposed Comprehensive Plan Map designation and zone. The existing zoning of R-4 PD (Multiple Family Residential Planned Development) includes a Planned Development Overlay District that actually does not specify any particular use on the subject site, only showing it as vacant and noting that future use of the property needed to be determined by Linfield College. Therefore, the applicants assumed the worst case trip generation in the existing zone to be a maximum build out of the number of apartment units that would be allowed in the underlying R-4 zone (83 units based on the lot size). The worst case trip generation for the proposed O-R (Office/Residential) zone was assumed based on the type of development that would be allowed in that zone. Specifically, it was assumed that worst case trip generation in the proposed zone would result from the buildout of only office uses on the site. An assumption was made that 40% of the buildable portion of the subject site (that area being outside of the floodplain) would be developed with a building, allowing for the rest of the area to be used for landscaping, parking, setbacks, and other associated improvements. This resulted in an assumed 49,835 square foot office building.

The traffic impact analysis determined that the proposed zone change could result in a net increase in trips from what could be developed in the existing, underlying R-4 zone. Again, this is based on the buildout of a 49,835 square foot office building. The net change in trips under the existing and proposed zoning is provided below:

**Table 1. Trip Generation of Existing Zoning vs. Proposed Zoning**

Existing Zoning Description & ITE Code	Units	Daily	Weekday AM Peak Hour			Weekday PM Peak Hour		
			Total	In	Out	Total	In	Out
Multifamily Housing (Mid-Rise) (ITE #221)	83	451	29	7	22	37	23	14
Proposed Zoning Description & ITE Code	KSF	Daily	Weekday AM Peak Hour			Weekday PM Peak Hour		
			Total	In	Out	Total	In	Out
General Office (ITE #710)	49.835	540	73	63	10	59	9	50
Net Increase in Trips		+89	+44	+56	-12	+22	-14	+36

Source: ITE Trip Generation Manual, 10<sup>th</sup> Edition  
 Fitted curve equations used  
 KSF = 1000 square feet

After identifying trip generation, those trips were then entered into a traffic model to determine impacts and functionality of the surrounding street network. The traffic analysis showed that all of the intersections included in the analysis would continue to function under the mobility standard for Oregon Department of Transportation highways, which is an intersection V/C ratio of 0.90. The intersection V/C ratios were all well under that 0.90 level, and therefore found acceptable by Oregon Department of Transportation and the City of McMinnville. The overall intersection V/C, which is a calculation of volume to capacity, increase only slightly between the 2023 background traffic and 2023 traffic including the development of the subject site. Those slight increases occurred at Baker/Handley and Baker/Cowls in the PM peak hour, and at Baker/Adams U-Turn during the AM peak hour. However, it should be noted that intersection V/C actually improved in a few situations, including at Baker/Cowls in the AM peak hour and at Baker/Adams U-Turn in the PM peak hour.

**Table 2. SE Baker Street (Highway 99W)/SE Handley Street**

Traffic Scenario	2010 HCM Methodology	
	Weekday AM Peak Hour	Weekday PM Peak Hour
	Intersection V/C	Intersection V/C
2018 Existing Traffic	0.03	0.05
2023 Background Traffic	0.03	0.09
2023 Total Traffic	0.03	0.11

Note: 2010 Highway Capacity Manual methodology used in analysis.

**Table 3. SE Baker Street (Highway 99W)/SE Cowls Street**

Traffic Scenario	2010 HCM Methodology	
	Weekday AM Peak Hour	Weekday PM Peak Hour
	Intersection V/C	Intersection V/C
2018 Existing Traffic	0.06	0.16
2023 Background Traffic	0.16	0.38
2023 Total Traffic	0.10	0.40

Note: 2010 Highway Capacity Manual methodology used in analysis.

**Table 4. SE Baker Street (Highway 99W)/Adams U-turn**

Traffic Scenario	2010 HCM Methodology	
	Weekday AM Peak Hour	Weekday PM Peak Hour
	Intersection V/C	Intersection V/C
2018 Existing Traffic	0.06	0.06
2023 Background Traffic	0.08	0.14
2023 Total Traffic	0.13	0.09

Note: 2010 Highway Capacity Manual methodology used in analysis.



More detailed analysis of the operations of each movement at each intersection were provided in Appendix G of the Traffic Impact Analysis (Synchro Intersection Capacity Analysis Report Outputs). A summary of the worst movements at each intersection are provided below. Again, only minor changes occurred in the delay times and level of service (LOS) of specific lanes or movements between the 2023 background traffic and 2023 traffic including the development of the subject site.

2018 AM Peak				
	Worst Mvmt	V/C	Delay (s/veh)	LOS
Baker & Adams U-Turn	EB Lane 1	.055	13.4	B
Baker & Handley	EB Lane 1	.025	13.2	B
Baker & Cows	WB Lane 1	.058	17.4	C

2018 PM Peak				
	Worst Mvmt	V/C	Delay (s/veh)	LOS
Baker & Adams U-Turn	EB Lane 1	.064	14.8	B
Baker & Handley	EB Lane 1	.046	15.8	C
Baker & Cows	EB Lane 1	.164	20.9	C

2023 No Build AM Peak				
	Worst Mvmt	V/C	Delay (s/veh)	LOS
Baker & Adams U-Turn	EB Lane 1	.075	12.7	B
Baker & Handley	EB Lane 1	.027	13	B
Baker & Cows	WB Lane 1	.155	16.2	C

2023 No Build PM Peak				
	Worst Mvmt	V/C	Delay (s/veh)	LOS
Baker & Adams U-Turn	EB Lane 1	.144	17.7	C
Baker & Handley	EB Lane 1	.093	21	C
Baker & Cowls	EB Lane 1	.188	42.3	E

2023 Build AM Peak				
	Worst Mvmt	V/C	Delay (s/veh)	LOS
Baker & Adams U-Turn	EB Lane 1	.134	13.4	B
Baker & Handley	EB Lane 1	.026	12.7	B
Baker & Cowls	WB Lane 1	.103	17.9	C

2023 Build PM Peak				
	Worst Mvmt	V/C	Delay (s/veh)	LOS
Baker & Adams U-Turn	EB Lane 1	.09	16.9	C
Baker & Handley	EB Lane 1	.108	23.9	C
Baker & Cowls	EB Lane 1	.396	44.7	E

Based on those figures, the traffic impact analysis concluded that the surrounding street network has the capacity to accommodate the number of trips that would result from the applicant's request to amend the Comprehensive Plan Map designation and complete a zone change to O-R (Office/Residential), even with the assumed maximum buildout of the subject site. The proposed development was also found to meet the Transportation Planning Rule (TPR), as the proposal did not change any functional classification of street, and did not result in any levels of traffic delay or other degradation of street functionality below the acceptable standards of the agency with jurisdiction, which in this case is the Oregon Department of Transportation. The Engineering Department and the Oregon Department of Transportation reviewed the traffic impact analysis, and neither had any concerns with the analysis or the findings.

CD:sjs

## EXHIBIT C



**CITY OF MCMINNVILLE**  
**PLANNING DEPARTMENT**  
231 NE FIFTH STREET  
MCMINNVILLE, OR 97128

503-434-7311  
[www.mcminnvilleoregon.gov](http://www.mcminnvilleoregon.gov)

### **DECISION, CONDITIONS, FINDINGS OF FACT AND CONCLUSIONARY FINDINGS FOR THE APPROVAL OF A PLANNED DEVELOPMENT AMENDMENT TO REMOVE PROPERTIES FROM AN EXISTING PLANNED DEVELOPMENT OVERLAY DISTRICT AT 600 SE BAKER STREET**

**DOCKET:** PDA 1-18 (Planned Development Amendment)

**REQUEST:** Approval to amend the existing Planned Development Overlay District and Linfield College Master Plan boundary to remove properties from the Overlay District and Master Plan boundary. The original Planned Development Overlay District was adopted in 2000 by Ordinance 4739.

**LOCATION:** The subject site is located at 600 SE Baker Street, and is more specifically described as Tax Lots 101 and 200, Section 20DD, T. 4 S., R. 4 W., W.M., respectively.

**ZONING:** The subject site's current zoning is R-4 PD (Multiple Family Residential Planned Development)

**APPLICANT:** MV Advancements, on behalf of property owner Linfield College

**STAFF:** Chuck Darnell, Senior Planner

**DATE DEEMED COMPLETE:** November 15, 2018

**HEARINGS BODY:** McMinnville Planning Commission

**DATE & TIME:** December 20, 2018. Civic Hall, 200 NE 2<sup>nd</sup> Street, McMinnville, Oregon.

**HEARINGS BODY:** McMinnville City Council

**DATE & TIME:** January 22, 2018. Civic Hall, 200 NE 2<sup>nd</sup> Street, McMinnville, Oregon.

**PROCEDURE:** A request to amend an existing Planned Development requires an application to be reviewed by the Planning Commission during a public hearing, as described in Section 17.72.120 of the McMinnville City Code.

**CRITERIA:** The applicable criteria are specified in Section 17.74.070 of the McMinnville City Code.

**APPEAL:** The decision may be appealed within 15 days of the date the decision is mailed as specified in Section 17.72.180 of the McMinnville City Code.

This matter was referred to the following public agencies for comment: McMinnville Fire Department, Police Department, Engineering Department, Building Department, Parks Department, City Manager, and City Attorney; McMinnville Water and Light; McMinnville School District No. 40; Yamhill County Public Works; Yamhill County Planning Department; Frontier Communications; Comcast; and Northwest Natural Gas. Their comments are provided in this exhibit.

Based on the findings and conclusions, the City Council **APPROVES** the Planned Development Amendment (PDA 1-18), **subject to the conditions of approval provided in this document.**

City Council: \_\_\_\_\_  
Scott Hill, Mayor of McMinnville

Planning Commission: \_\_\_\_\_  
 Roger Hall, Chair of the McMinnville Planning Commission

Planning Department: \_\_\_\_\_  
Heather Richards, Planning Director

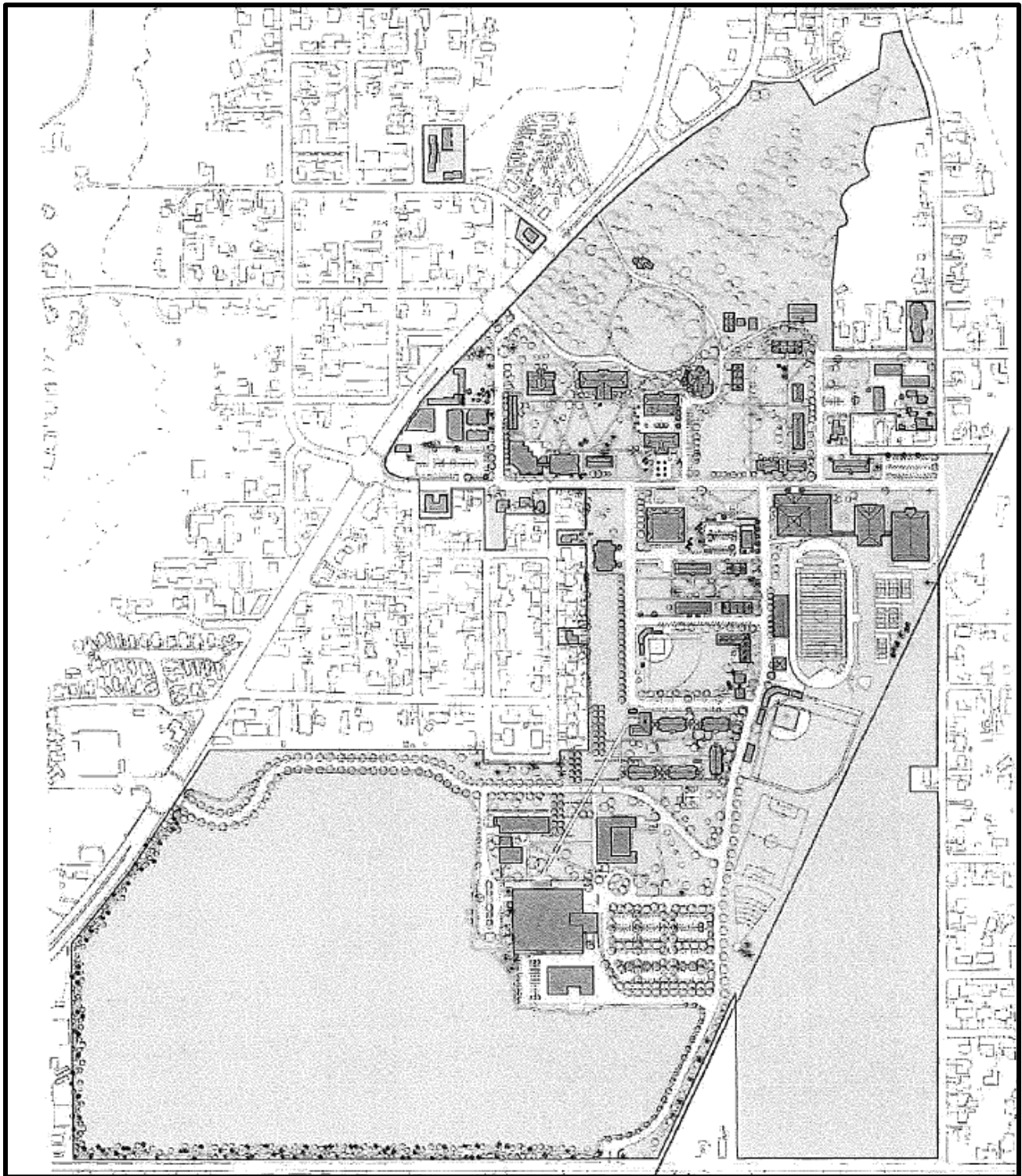
Date: \_\_\_\_\_

## **APPLICATION SUMMARY:**

Preceding the proposed Planned Development Amendment were two related requests on the same properties and subject site. Those requests were to amend the Comprehensive Plan Map designation on a portion of the site from Residential to Commercial, and to rezone a portion of the site from R-4 PD (Multiple Family Residential Planned Development) to O-R (Office/Residential) to allow for development of an office use and future multiple-family residential uses on the subject site.

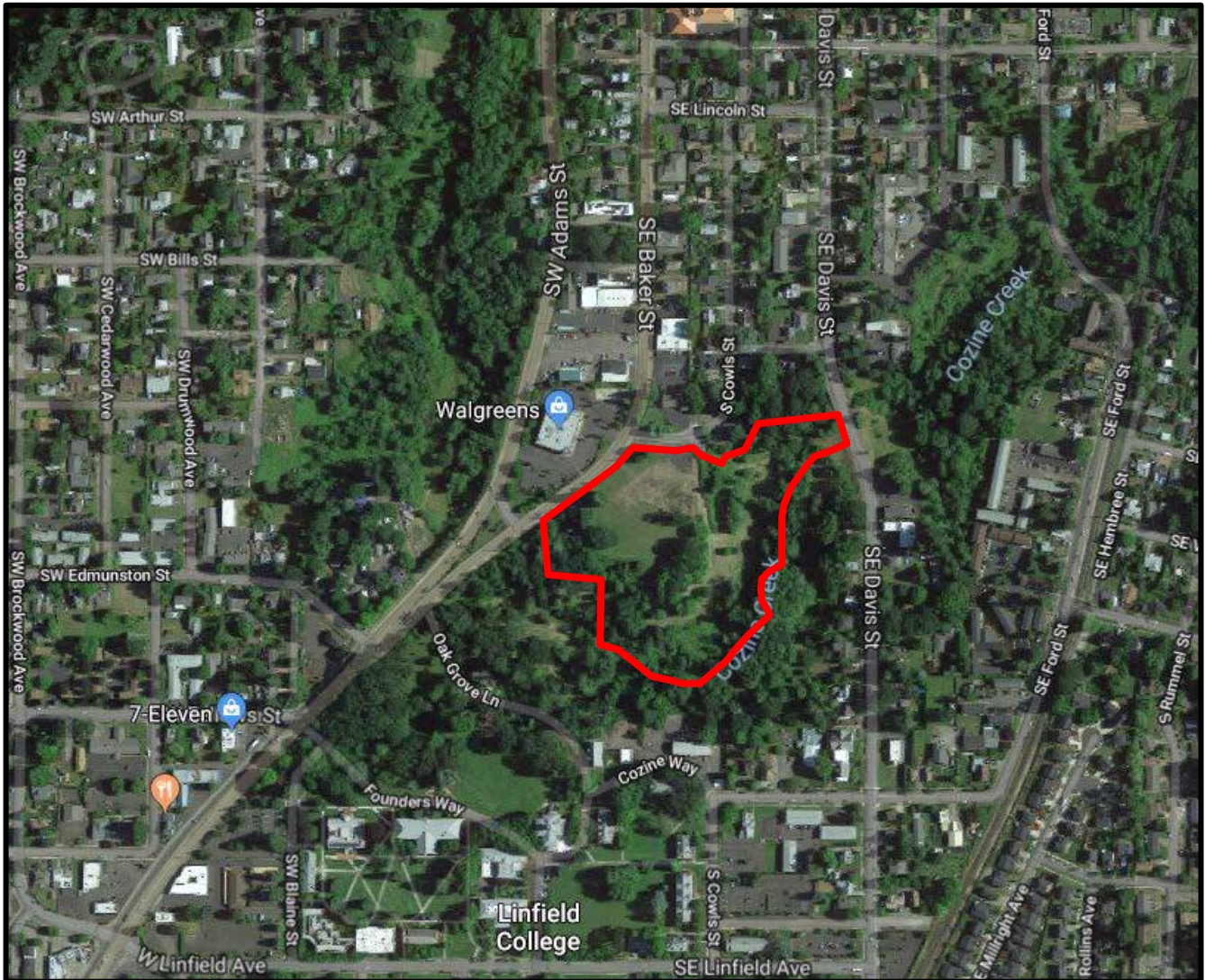
The Planned Development Amendment is necessary due to the type of zone change that was requested. The existing properties are included in the Linfield College Master Plan and Planned Development Overlay District, which were approved and adopted in 2000 by Ordinance 4739. The requested zone change would result in the properties being rezoned to O-R (Office/Residential), and no Planned Development is being requested. The properties would also no longer be owned by Linfield College, and would have no direct relationship to the operations of the campus, other than being located immediately to the north of the campus grounds. Therefore, the specific request is for a Planned Development Amendment to remove the subject site from the Linfield College Master Plan area and Planned Development Overlay District, effectively adjusting the boundary of the Planned Development Overlay District.

The Linfield College Master Plan included all properties owned by the college, and identified current and future uses for most areas of the campus. The overall master plan map adopted with the Linfield College Master Plan by Ordinance 4739 is provided below:



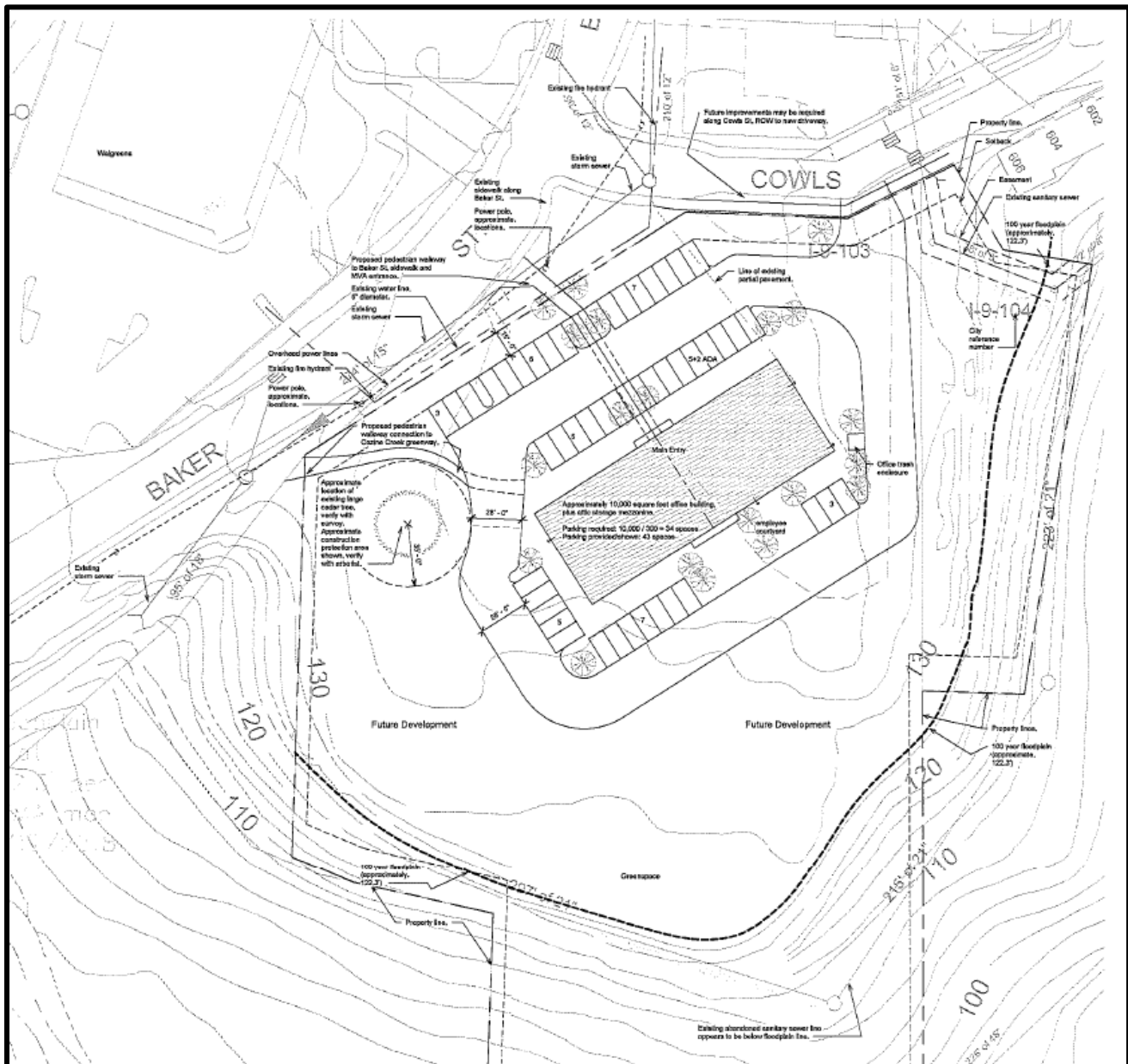


The subject site is identified below (boundary shown below is approximate):



The applicant has submitted a conceptual development plan for the site, which they have specifically requested to not be binding on the site in any way, to depict the potential office and multiple-family residential uses they anticipate to construct on the site. The concept plan shows the development of an approximately 10,000 square foot office building, and identifies areas to the south of the office building as “future development” areas where up to 24 multiple family dwelling units could be constructed.

The concept plan, ***which again is not proposed to be binding on the site and is not subject to site or design review as part of the proposed Planned Development Amendment***, is identified below:



## **CONDITIONS:**

1. That Ordinance 4739 is amended to remove the subject site and properties from the Linfield College Master Plan area and Planned Development Overlay District, hereby adjusting the boundary of the Planned Development Overlay District. All other standards and conditions of approval adopted by Ordinance 4739 remain in effect.

## **ATTACHMENTS:**

1. PDA 1-18 Application and Attachments (on file with the Planning Department)
2. Oregon Department of Transportation Review Documents and Comments (on file with the Planning Department)

## **COMMENTS:**



## Agency Comments

This matter was referred to the following public agencies for comment: McMinnville Fire Department, Police Department, Parks and Recreation Department, Engineering and Building Departments, City Manager, and City Attorney, McMinnville School District No. 40, McMinnville Water and Light, Yamhill County Public Works, Yamhill County Planning Department, Recology Western Oregon, Frontier Communications, Comcast, Northwest Natural Gas. The following comments had been received:

- McMinnville Engineering Department

The application demonstrates that the transportation and sanitary sewer infrastructure is adequate to support the proposal. At the time of building permits, the appropriate infrastructure improvements will be required.

Thus, no comments or suggested conditions of approval.

- Oregon Department of Transportation

Attached are ODOT's comments on the subject TIA\*. Specific questions on these comments should be directed to Keith Blair. Based on this review, we have no comments or objection to the proposed comprehensive plan amendment and zone change. Please include ODOT in any future notifications on this project including findings and conditions of approval.

\*Note – Full ODOT comments referenced above are listed as an attachment and are on file with the Planning Department.

## Public Comments

Notice of this request was mailed to property owners located within 300 feet of the subject site. Notice of the public hearing was also provided in the News Register on Tuesday, December 11, 2018. As of the date of the Planning Commission public hearing on December 20, 2018, no public testimony had been received by the Planning Department.

## FINDINGS OF FACT

- A. MV Advancements, on behalf of property owner Linfield College, requested a Planned Development Amendment to remove properties from an existing Planned Development Overlay District. The subject site is located at 600 SE Baker Street, and is more specifically described as Tax Lots 101 and 200, Section 20DD, T. 4 S., R. 4 W., W.M.
- B. The site was designated as Residential on the McMinnville Comprehensive Plan Map, 1980. The site was zoned R-4 PD (Multiple Family Residential Planned Development) on the McMinnville Zoning Map. Prior to the proposed Planned Development Amendment, the Comprehensive Plan Map designation was amended to Commercial, and the site was rezoned to O-R (Office/Residential), creating the need for the proposed Planned Development Amendment.
- C. Sanitary sewer and municipal water and power can adequately serve the site. The municipal water reclamation facility has sufficient capacity to accommodate expected waste flows resulting from development of the property.
- D. This matter was referred to the following public agencies for comment: McMinnville Fire Department, Police Department, Parks and Recreation Department, Engineering and Building

Departments, City Manager, and City Attorney, McMinnville School District No. 40, McMinnville Water and Light, Yamhill County Public Works, Yamhill County Planning Department, Recology Western Oregon, Frontier Communications, Comcast, Northwest Natural Gas. No comments in opposition were provided to the Planning Department.

- E. Notice of the application was provided by the City of McMinnville to property owners within 300 feet of the subject site, as required by the process described in Section 17.72.120 (Applications–Public Hearings) of the McMinnville Zoning Ordinance. Notice of the public hearing was also provided in the News Register on Tuesday, December 11, 2018. No public testimony was provided to the Planning Department prior to the Planning Commission public hearing.
- F. The applicant has submitted findings (Attachment 1) in support of this application. Those findings are herein incorporated.

### **CONCLUSIONARY FINDINGS:**

#### **McMinnville's Comprehensive Plan:**

The following Goals and policies from Volume II of the McMinnville Comprehensive Plan of 1981 are applicable to this request:

**GOAL II 1: TO PRESERVE THE QUALITY OF THE AIR, WATER, AND LAND RESOURCES WITHIN THE PLANNING AREA.**

*Policy 2.00 The City of McMinnville shall continue to enforce appropriate development controls on lands with identified building constraints, including, but not limited to, excessive slope, limiting soil characteristics, and natural hazards.*

*Policy 9.00 The City of McMinnville shall continue to designate appropriate lands within its corporate limits as "floodplain" to prevent flood induced property damages and to retain and protect natural drainage ways from encroachment by inappropriate uses.*

**Finding: Goal II 1 and Policies 2.00 and 9.00 are satisfied.** The applicant has stated that they have no plans to develop the portion of the property that is located in the Cozine Creek floodplain. Based on wetland, flood plain and topographic maps, it is estimated that approximately 50% of the site is usable (124,575 SF / 2.86 acres). The areas of the subject site that are currently designated on the Comprehensive Plan Map as Flood Plain would keep that designation, and only the portions of the subject site outside of the Flood Plan designation would be subject to the proposed Comprehensive Plan Map Amendment. The applicant has further stated that they are aware that Linfield College, in conjunction with the Greater Yamhill Watershed Council, has plans to restore the Cozine Creek property between the Linfield campus and this property to its original, native plant species. The applicant has stated that it is their intent to fully cooperate with this restoration.

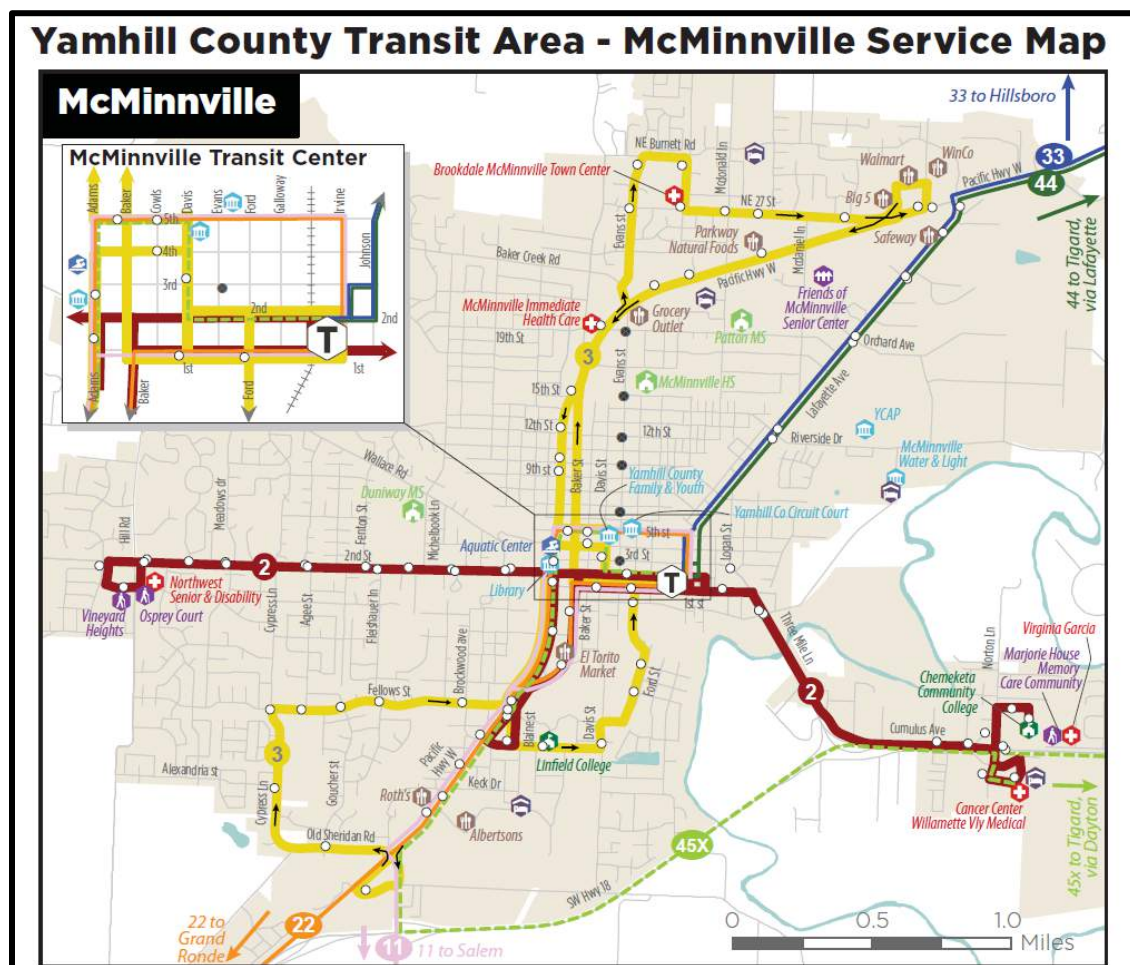
**GOAL III 1: TO PROVIDE CULTURAL AND SOCIAL SERVICES AND FACILITIES COMMENSURATE WITH THE NEEDS OF OUR EXPANDING POPULATION, PROPERLY LOCATED TO SERVICE THE COMMUNITY AND TO PROVIDE POSITIVE IMPACTS ON SURROUNDING AREAS.**

*Policy 13.00 The City of McMinnville shall allow future community center type facilities, both public and private, to locate in appropriate areas based on impacts on the surrounding land uses and the community as a whole, and the functions, land needs, and service area of the proposed facility.*

*Policy 14.00 The City of McMinnville shall strive to insure that future public community facilities, where possible and appropriate, are consolidated by locating the new structures in close*

*proximity to other public buildings. This will be done in order to realize financial benefits, centralize services, and positively impact future urban development.*

**Finding: Goal III 1 and Policies 13.00 and 14.00 are satisfied.** The applicant, MV Advancements, is an organization that provides social services to individuals who experience disabilities. The proposed Comprehensive Plan Map Amendment from Residential to Commercial will allow the applicant to locate office uses on the subject site, thereby providing their services in a location that is properly located to service the community. They have selected the subject site due to its location, being in close proximity to other community services that their clients would need to access. The proximity to downtown McMinnville and the other social service providers in that area allows for the MV Advancements site to still easily provide its services to the community. The site is located on a public transit route, an important locational factor for this social service use as many of their clients rely on public transit for transportation services. Both local routes (Route 2 and Route 3) serve the subject site, with northbound Route 2 passing immediately adjacent to the site, and southbound Route 3 passing close to the site on Adams Street just west of the subject site before Adams Street connects back with SE Baker Street heading southwest. Both of those routes run at regular 10-minute intervals throughout the day on all weekdays, providing connections throughout the city and also to the transit center where connections can be made with other routes.



**Policy 72.00** *Planned developments shall be encouraged as a favored form of residential development as long as social, economic, and environmental savings will accrue to the residents of the development and the city.*

- Policy 73.00 Planned residential developments which offer a variety and mix of housing types and prices shall be encouraged.*
- Policy 74.00 Distinctive natural, topographic, and aesthetic features within planned developments shall be retained in all development designs.*
- Policy 75.00 Common open space in residential planned developments shall be designed to directly benefit the future residents of the developments. When the open space is not dedicated to or accepted by the City, a mechanism such as a homeowners association, assessment district, or escrow fund will be required to maintain the common area.*
- Policy 76.00 Parks, recreation facilities, and community centers within planned developments shall be located in areas readily accessible to all occupants.*
- Policy 77.00 The internal traffic system in planned developments shall be designed to promote safe and efficient traffic flow and give full consideration to providing pedestrian and bicycle pathways.*
- Policy 78.00 Traffic systems within planned developments shall be designed to be compatible with the circulation patterns of adjoining properties.*

**Finding: Policies 72.00, 73.00, 74.00, 75.00, 76.00, 77.00, and 78.00 are satisfied by this proposal.**

The proposed Planned Development Amendment results in the removal of the subject site from the Planned Development Overlay District and Linfield College Master Plan area. The removal of the property is necessary due to the approval of a Comprehensive Plan Map amendment and Zone Change on the subject sites that were found to meet all applicable Comprehensive Plan goals, policies, and review criteria. The Planned Development Amendment, as it is solely the removal of the subject site from a much larger Overlay District, does not result in any change to the remainder of the Planned Development Overlay District. Specifically, a condition of approval is included to ensure that all other standards and conditions of approval adopted by Ordinance 4739 in the approval of the original Planned Development Overlay District would remain in effect.

**GOAL VII 1: TO PROVIDE NECESSARY PUBLIC AND PRIVATE FACILITIES AND UTILITIES AT LEVELS COMMENSURATE WITH URBAN DEVELOPMENT, EXTENDED IN A PHASED MANNER, AND PLANNED AND PROVIDED IN ADVANCE OF OR CONCURRENT WITH DEVELOPMENT, IN ORDER TO PROMOTE THE ORDERLY CONVERSION OF URBANIZABLE AND FUTURE URBANIZABLE LANDS TO URBAN LANDS WITHIN THE McMINNVILLE URBAN GROWTH BOUNDARY.**

*Policy 136.00 The City of McMinnville shall insure that urban developments are connected to the municipal sewage system pursuant to applicable city, state, and federal regulations.*

*Policy 139.00 The City of McMinnville shall extend or allow extension of sanitary sewage collection lines with the framework outlined below:*

- 9. Sufficient municipal treatment capacities exist to handle maximum flows of effluents.*
- 10. Sufficient trunk and main line capacities remain to serve undeveloped land within the projected service areas of those lines.*
- 11. Public water service is extended or planned for extension to service the area at the proposed development densities by such time that sanitary sewer services are to be utilized*
- 12. Extensions will implement applicable goals and policies of the comprehensive plan.*

*Policy 142.00 The City of McMinnville shall insure that adequate storm water drainage is provided in urban developments through review and approval of storm drainage systems, and through requirements for connection to the municipal storm drainage system, or to natural drainage ways, where required.*

*Policy 143.00 The City of McMinnville shall encourage the retention of natural drainage ways for storm water drainage.*

*Policy 144.00 The City of McMinnville, through McMinnville Water and Light, shall provide water services for development at urban densities within the McMinnville Urban Growth Boundary.*

*Policy 145.00 The City of McMinnville, recognizing McMinnville Water and Light as the agency responsible for water system services, shall extend water services within the framework outlined below:*

- 9. Facilities are placed in locations and in such manner as to insure compatibility with surrounding land uses.*
- 10. Extensions promote the development patterns and phasing envisioned in the McMinnville Comprehensive Plan.*
- 11. For urban level developments within McMinnville, sanitary sewers are extended or planned for extension at the proposed development densities by such time as the water services are to be utilized;*
- 12. Applicable policies for extending water services, as developed by the City Water and Light Commission, are adhered to.*

*Policy 147.00 The City of McMinnville shall continue to support coordination between city departments, other public and private agencies and utilities, and McMinnville Water and Light to insure the coordinated provision of utilities to developing areas. The City shall also continue to coordinate with McMinnville Water and Light in making land use decisions.*

*Policy 151.00 The City of McMinnville shall evaluate major land use decisions, including but not limited to urban growth boundary, comprehensive plan amendment, zone changes, and subdivisions using the criteria outlined below:*

- 11. Sufficient municipal water system supply, storage and distribution facilities, as determined by McMinnville Water and Light, are available or can be made available, to fulfill peak demands and insure fire flow requirements and to meet emergency situation needs.*
- 12. Sufficient municipal sewage system facilities, as determined by the City Public Works Department, are available, or can be made available, to collect, treat, and dispose of maximum flows of effluents.*
- 13. Sufficient water and sewer system personnel and resources, as determined by McMinnville Water and Light and the City, respectively, are available, or can be made available, for the maintenance and operation of the water and sewer systems.*
- 14. Federal, state, and local water and waste water quality standards can be adhered to.*
- 15. Applicable policies of McMinnville Water and Light and the City relating to water and sewer systems, respectively, are adhered to.*

**Finding: Goal VII 1 and Policies 136.00, 139.00, 142.00, 143.00, 144.00, 145.00, 147.00 and 151.00 are satisfied by the proposal.**

Based on comments received, adequate levels of sanitary sewer collection, storm sewer and drainage facilities, municipal water distribution systems and supply, and energy distribution facilities, either presently serve or can be made available to serve the site. Additionally, the Water Reclamation Facility has the capacity to accommodate flow resulting from development of this site. Administration of all municipal water and sanitary sewer systems guarantee adherence to federal, state, and local quality standards. The City of McMinnville shall continue to support coordination between city departments, other public and private agencies and utilities, and McMinnville Water and Light to insure the coordinated provision of utilities to developing areas and in making land-use decisions.

*Policy 153.00 The City of McMinnville shall continue coordination between the planning and fire departments in evaluating major land use decisions.*

*Policy 155.00 The ability of existing police and fire facilities and services to meet the needs of new service areas and populations shall be a criterion used in evaluating annexations, subdivision proposals, and other major land use decisions.*

Finding: **Policies 153.00 and 155.00 are satisfied.** Emergency services departments have reviewed this request and no concerns were raised. Any requirements of the Oregon Fire Code or Building Code will be required at the time of development.

GOAL VII 3: TO PROVIDE PARKS AND RECREATION FACILITIES, OPEN SPACES, AND SCENIC AREAS FOR THE USE AND ENJOIMENT OF ALL CITIZENS OF THE COMMUNITY.

*Policy 163.00 The City of McMinnville shall continue to require land, or money in lieu of land, from new residential developments for the acquisition and/or development of parklands, natural areas, and open spaces.*

Finding: **Goal VII 3 and Policy 163.00 are satisfied.** Park fees shall be paid for each housing unit at the time of building permit application as required by McMinnville Ordinance 4282, as amended.

GOAL VIII 1: TO PROVIDE ADEQUATE ENERGY SUPPLIES, AND THE SYSTEMS NECESSARY TO DISTRIBUTE THAT ENERGY, TO SERVICE THE COMMUNITY AS IT EXPANDS.

*Policy 173.00 The City of McMinnville shall coordinate with McMinnville Water and Light and the various private suppliers of energy in this area in making future land use decisions.*

*Policy 177.00 The City of McMinnville shall coordinate with natural gas utilities for the extension of transmission lines and the supplying of this energy resource.*

Finding: **Policies 173.00 and 177.00 are satisfied.** McMinnville Water and Light and Northwest Natural Gas were provided opportunity to review and comment regarding this proposal and no concerns were raised.

GOAL X1: TO PROVIDE OPPORTUNITIES FOR CITIZEN INVOLVEMENT IN THE LAND USE DECISION MAKING PROCESS ESTABLISHED BY THE CITY OF McMINNVILLE.

*Policy 188.00 The City of McMinnville shall continue to provide opportunities for citizen involvement in all phases of the planning process. The opportunities will allow for review and comment by community residents and will be supplemented by the availability of information on planning requests and the provision of feedback mechanisms to evaluate decisions and keep citizens informed.*

Finding: **Goal X1 and Policy 188.00 are satisfied.** McMinnville continues to provide opportunities for the public to review and obtain copies of the application materials and completed staff report prior to

the holding of advertised public hearing(s). All members of the public have access to provide testimony and ask questions during the public review and hearing process.

### **McMinnville's City Code:**

The following Sections of the McMinnville Zoning Ordinance (Ord. No. 3380) are applicable to the request:

17.74.070 Planned Development Amendment - Review Criteria. An amendment to an existing planned development may be either major or minor. Minor changes to an adopted site plan may be approved by the Planning Director. Major changes to an adopted site plan shall be processed in accordance with Section 17.72.120, and include the following:

- An increase in the amount of land within the subject site;
- An increase in density including the number of housing units;
- A reduction in the amount of open space; or
- Changes to the vehicular system which results in a significant change to the location of streets, shared driveways, parking areas and access.

An amendment to an existing planned development may be authorized, provided that the proposal satisfies all relevant requirements of this ordinance, and also provided that the applicant demonstrates the following:

- A. There are special physical conditions or objectives of a development which the proposal will satisfy to warrant a departure from the standard regulation requirements;
- B. Resulting development will not be inconsistent with the Comprehensive Plan objectives of the area;
- C. The development shall be designed so as to provide for adequate access to and efficient provision of services to adjoining parcels;
- D. The plan can be completed within a reasonable period of time;
- E. The streets are adequate to support the anticipated traffic, and the development will not overload the streets outside the planned area;
- F. Proposed utility and drainage facilities are adequate for the population densities and type of development proposed;
- G. The noise, air, and water pollutants caused by the development do not have an adverse effect upon surrounding areas, public utilities, or the city as a whole.

Finding: **Section 17.74.070 is satisfied by this proposal.**

The request is to remove the subject site and properties from the Planned Development Overlay District, so no other changes would be made to the existing Planned Development or changes to any of the regulations or conditions of approval contained within the Planned Development. Specifically, a condition of approval is included to ensure that all other standards and conditions of approval adopted by Ordinance 4739 in the approval of the original Planned Development Overlay District would remain in effect.

The subject site is currently included within the Planned Development Overlay District, but there are no specific future land uses identified in the Linfield College Master Plan for the subject site. More specifically, on Page 19 of the Master Plan, the Cozine Creek and surrounding areas (including the subject site north of the creek and southeast of Baker Street) are identified as a "Cozine Creek programmatic zone". However, on Page 18, the Master Plan identifies the northern boundary of the campus as the Cozine Creek. The Master Plan Goals, on Page 21, continue with a statement that "The College should decide whether to keep outlying parcels including the Columbus School Site...". Campus open spaces are discussed in more detail on Page 36, but the "Open Spaces" map shows a



"Cozine Creek Park" that is more focused on the creek corridor and does not include the property in question to the north. Given that the Master Plan Goals consider the possibility of the property in question being released by the college, the fact that the application was submitted for removal of the properties from the Planned Development Overlay District is evidence that Linfield College has considered whether to keep control of the parcel, and decided not to and allow it to be sold and developed. This is further evidenced by the letter of support provided by the applicant from Linfield College, showing that the college is in support of the applicant's intended use of the properties.

Based on these descriptions of the subject site in the Linfield Master Plan, there are special objectives of the proposed development (that being the Comprehensive Plan Map amendment and zone change because a final site and development plan has not been submitted) that warrant the amendment of the Planned Development Overlay District to remove the subject site and properties. The resulting development, again being the Comprehensive Plan Map amendment and zone change, would not be inconsistent with the Comprehensive Plan goals, policies, and objectives, as described in the findings of fact in the Decision Documents for those land use requests. The applicant has provided a traffic impact analysis, which was also described in the findings of fact in the Decision Documents for the two prior land use requests, to show that future construction will not significantly impact the street network in the surrounding area. Also, the future build out of the site will be required to provide all required infrastructure, utilities, and drainage to support the buildings that are proposed at that time.

CD:sjs



September 28, 2018

Heather Richards  
City of McMinnville Planning Department  
231 NE 5<sup>th</sup> Street  
McMinnville, OR 97128

**RE: Comprehensive Plan Map Amendment, Zone Change and Planned Development  
Amendment for property located at 600 SE Baker Street**

Dear Heather,

We are pleased to submit the paperwork to begin the application process for the Linfield property located at 600 SE Baker Street. Enclosed please find the following documents:

- Comprehensive Plan Map Amendment and Zone Change application form
- Planned Development Amendment form
- Site plan
- Legal description of the subject site
- Copy of the current development overlay for Linfield College
- Payment for the applicable review fee
- Details as required from the neighborhood meeting (held on September 19, 2018)
- Traffic Impact Analysis

If you require any of this information electronically, please let us know. We look forward to working with your team as the process moves forward.

Sincerely,

A handwritten signature in blue ink that reads "Kathy Schlotfeldt".

Kathy Schlotfeldt  
Executive Director

A handwritten signature in blue ink that reads "Dave Haugeberg".

Dave Haugeberg  
President

**Enclosures:**

Conceptual site plan  
Map with location of proposed site



**Planning Department**

231 NE Fifth Street • McMinnville, OR 97128  
(503) 434-7311 Office • (503) 474-4955 Fax  
[www.mcminnvilleoregon.gov](http://www.mcminnvilleoregon.gov)

**Office Use Only:**

File No. CRA 2-18/ZC4-18  
Date Received 9-28-18  
Fee CRA=707.<sup>50</sup>/ZC=1625.<sup>00</sup>  
Receipt No. 18MD204  
Received by SP

## Comprehensive Plan Map Amendment/ Zone Change Application

### Applicant Information

Applicant is: ☐ Property Owner ☒ Contract Buyer ☐ Option Holder ☐ Agent ☐ Other \_\_\_\_\_

Applicant Name MV Advancements Phone 503-472-2248

Contact Name Kathy Schlotfeldt Phone 503-687-2507  
(If different than above)

Address 319 NE 5th Street

City, State, Zip McMinnville, OR 97128

Contact Email Kathy@madvancements.org

### Property Owner Information

Property Owner Name Linfield College Phone 503-883-2458  
(If different than above)

Contact Name Mary Ann Rodriguez Phone 502-833-4256

Address 900 SE Baker Street

City, State, Zip McMinnville, OR 97128

Contact Email mrodrigu1@linfield.edu

### Site Location and Description

(If metes and bounds description, indicate on separate sheet)

Property Address 600 SE Baker St. McMinnville,

Assessor Map No. R4420DD - 00101 + 00200 Total Site Area 5.8 acres

Subdivision \_\_\_\_\_ Block \_\_\_\_\_ Lot \_\_\_\_\_

Comprehensive Plan Designation Residential Zoning Designation R4PD - Multi family



This request is for a:

☒ **Comprehensive Plan Amendment**

☒ **Zone Change**

1. What, in detail, are you asking for? State the reason(s) for the request and the intended use(s) of the property. \_\_\_\_\_

See application attached

2. Show in detail, by citing specific goals and policies, how your request is consistent with applicable goals and policies of the McMinnville Comprehensive Plan (Vol. 2). \_\_\_\_\_

See application attached

3. If your request is subject to the provisions of a planned development overlay, show, in detail, how the request conforms to the requirements of the overlay. \_\_\_\_\_

See application attached

4. If you are requesting a Planned Development, state how the proposal deviates from the requirements of the Zoning Ordinance and give justification for such deviation. \_\_\_\_\_

*Not applicable*

5. Considering the pattern of development in the area and surrounding land uses, show, in detail, how the proposed amendment is orderly and timely. \_\_\_\_\_

*See application attached*

6. Describe any changes in the neighborhood or surrounding area which might support or warrant the request. \_\_\_\_\_

*See application attached*



7. Document how the site can be efficiently provided with public utilities, including water, sewer, electricity, and natural gas, if needed, and that there is sufficient capacity to serve the proposed use. \_\_\_\_\_

*See application attached*

8. Describe, in detail, how the proposed use will affect traffic in the area. What is the expected trip generation? \_\_\_\_\_

*See application attached*

In addition to this completed application, the applicant must provide the following:

- ☒ A site plan (drawn to scale, with a north arrow, legible, and of a reproducible size), indicating existing and proposed features within and adjacent to the subject site, such as: access; lot and street lines with dimensions; distances from property lines to structures; improvements; and significant features (slope, vegetation, adjacent development, drainage, etc.). If of a larger size, provide five (5) copies in addition to **an electronic copy** with the submittal.
- ☒ A legal description of the parcel(s), preferably taken from the deed.
- ☒ Payment of the applicable review fee, which can be found on the Planning Department web page.

**I certify the statements contained herein, along with the evidence submitted, are in all respects true and are correct to the best of my knowledge and belief.**

*Kathy Schotfelte*  
Applicant's Signature

9/28/18  
Date

*MD Rodman*  
Property Owner's Signature

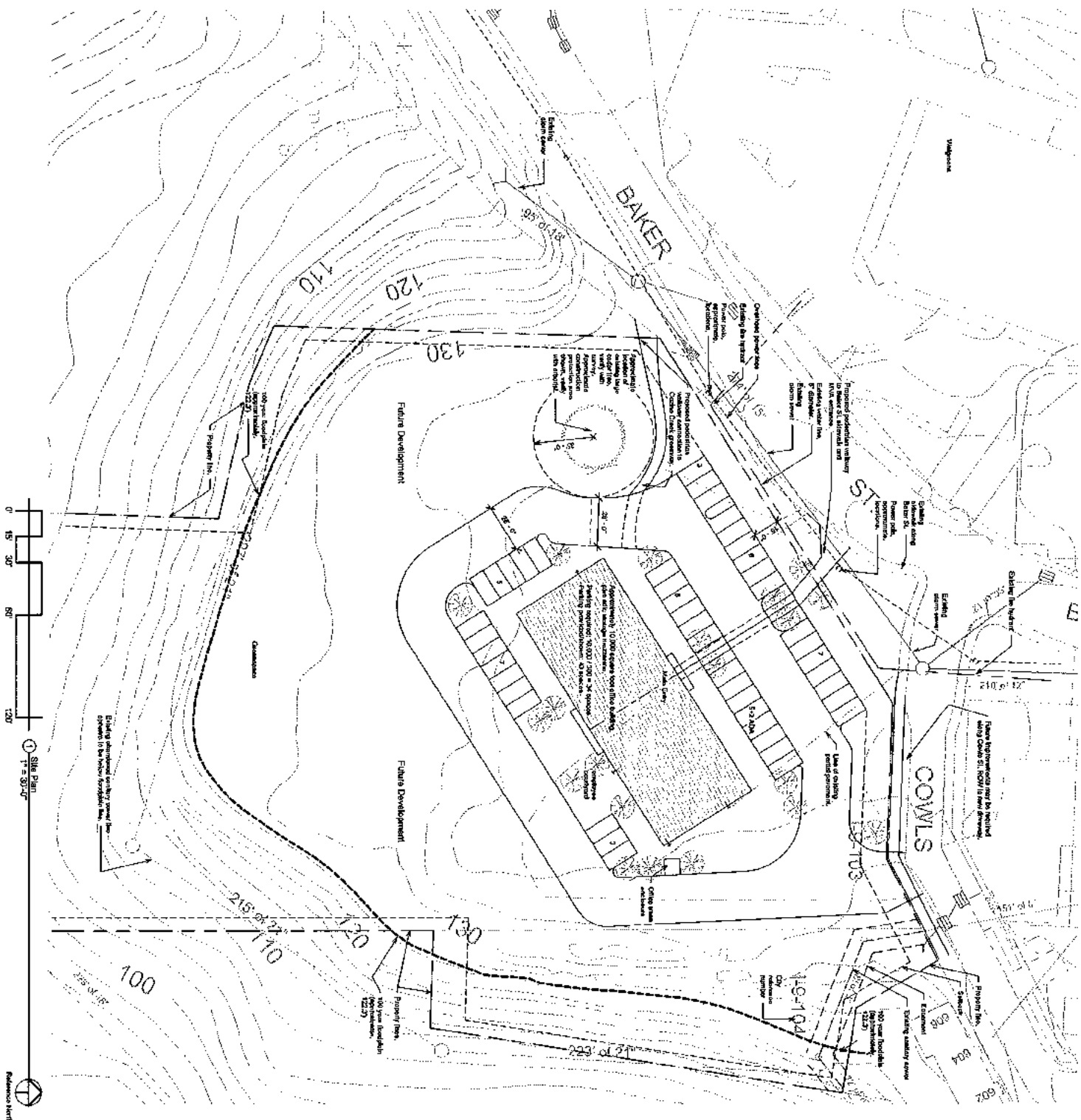
9-28-18  
Date

524 SE Hemlock St.  
McMinnville, OR 97128-6051  
P: 503.474.1900  
www.goodhut.com  
marcia@goodhut.com

**Sale Description:** 0.00 SE Dakota St., Jacksonville, OR  
**Current property owner:** Leland College  
 Represented by: Andrew Cramer, www.mvra.com/cramer/mvra.htm  
 Mailing Address: PO Box 78, McMinnville, OR 97128  
 Phone: 219-061 Pine St, McMinnville, OR 97128  
 Owner contact: Kelly Sorenstad, Executive Director, MVRA,  
 email: (503) 750-0818 fax: (503) 867-2507  
 kelly@mvra.com/mcminnille.org

## Discussion

1. *Shin JH, Shim JH, Kwak SB, Kim JH, Kim JH, Kim JH, et al. (2017) The effect of the 2015-2016 influenza A virus pandemic on the prevalence of influenza A virus in Korea. J Korean Med Assoc 60: 100-105.*
2. *Shin JH, Shim JH, Kwak SB, Kim JH, Kim JH, Kim JH, et al. (2017) The effect of the 2015-2016 influenza A virus pandemic on the prevalence of influenza A virus in Korea. J Korean Med Assoc 60: 100-105.*
3. *Shin JH, Shim JH, Kwak SB, Kim JH, Kim JH, Kim JH, et al. (2017) The effect of the 2015-2016 influenza A virus pandemic on the prevalence of influenza A virus in Korea. J Korean Med Assoc 60: 100-105.*
4. *Shin JH, Shim JH, Kwak SB, Kim JH, Kim JH, Kim JH, et al. (2017) The effect of the 2015-2016 influenza A virus pandemic on the prevalence of influenza A virus in Korea. J Korean Med Assoc 60: 100-105.*
5. *Shin JH, Shim JH, Kwak SB, Kim JH, Kim JH, Kim JH, et al. (2017) The effect of the 2015-2016 influenza A virus pandemic on the prevalence of influenza A virus in Korea. J Korean Med Assoc 60: 100-105.*
6. *Shin JH, Shim JH, Kwak SB, Kim JH, Kim JH, Kim JH, et al. (2017) The effect of the 2015-2016 influenza A virus pandemic on the prevalence of influenza A virus in Korea. J Korean Med Assoc 60: 100-105.*
7. *Shin JH, Shim JH, Kwak SB, Kim JH, Kim JH, Kim JH, et al. (2017) The effect of the 2015-2016 influenza A virus pandemic on the prevalence of influenza A virus in Korea. J Korean Med Assoc 60: 100-105.*
8. *Shin JH, Shim JH, Kwak SB, Kim JH, Kim JH, Kim JH, et al. (2017) The effect of the 2015-2016 influenza A virus pandemic on the prevalence of influenza A virus in Korea. J Korean Med Assoc 60: 100-105.*
9. *Shin JH, Shim JH, Kwak SB, Kim JH, Kim JH, Kim JH, et al. (2017) The effect of the 2015-2016 influenza A virus pandemic on the prevalence of influenza A virus in Korea. J Korean Med Assoc 60: 100-105.*
10. *Shin JH, Shim JH, Kwak SB, Kim JH, Kim JH, Kim JH, et al. (2017) The effect of the 2015-2016 influenza A virus pandemic on the prevalence of influenza A virus in Korea. J Korean Med Assoc 60: 100-105.*
11. *Shin JH, Shim JH, Kwak SB, Kim JH, Kim JH, Kim JH, et al. (2017) The effect of the 2015-2016 influenza A virus pandemic on the prevalence of influenza A virus in Korea. J Korean Med Assoc 60: 100-105.*

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**Planning Department**

231 NE Fifth Street • McMinnville, OR 97128  
(503) 434-7311 Office • (503) 474-4955 Fax  
[www.mcminnvilleoregon.gov](http://www.mcminnvilleoregon.gov)

**Office Use Only:**

File No. PDA 1-18  
Date Received 9-28-18  
Fee 442.50  
Receipt No. 18MD206  
Received by SA

## Planned Development Amendment Application

### Applicant Information

Applicant is: ☐ Property Owner ☒ Contract Buyer ☐ Option Holder ☐ Agent ☐ Other \_\_\_\_\_

Applicant Name MV Advancements Phone 503-472-2248  
Contact Name Kathy Schlotfeldt Phone 503-687-2507  
(If different than above)  
Address 319 NE 5th Street  
City, State, Zip McMinnville, OR 97128  
Contact Email Kathy@madvancements.org

### Property Owner Information

Property Owner Name Linfield College Phone 503-883-2458  
(If different than above)  
Contact Name Mary Ann Rodriguez Phone 562-833-4256  
Address 900 SE Baker Street  
City, State, Zip McMinnville, OR 97128  
Contact Email mrodrigu1@linfield.edu

### Site Location and Description

(If metes and bounds description, indicate on separate sheet)

Property Address 600 SE Baker St. McMinnville  
Assessor Map No. R4 420DD-00104 + 00200 Total Site Area 5.8 acres  
Subdivision \_\_\_\_\_ Block \_\_\_\_\_ Lot \_\_\_\_\_  
Comprehensive Plan Designation Residential Zoning Designation R4-Multi-family-P.

1. Show in detail how your request seeks to amend the existing planned development overlay. State the reason(s) for the request and the intended use(s) of the property: \_\_\_\_\_

*See application attached*

2. Show in detail, by citing specific goals and policies, how your request is consistent with applicable goals and policies of the McMinnville Comprehensive Plan (Volume II): \_\_\_\_\_

*See application attached*

3. Considering the pattern of development in the area and surrounding land uses, show, in detail, how the proposed amendment is orderly and timely: \_\_\_\_\_

*See application attached*

4. Describe any changes in the neighborhood or surrounding area which might support or warrant the request: \_\_\_\_\_

*See application attached*



5. Document how the site can be efficiently provided with public utilities, including water, sewer, electricity, and natural gas, if needed, and that there is sufficient capacity to serve the proposed use: \_\_\_\_\_

*See application attached*

6. Describe, in detail, how the proposed use will affect traffic in the area. What is the expected trip generation? \_\_\_\_\_

*See application and traffic analysis*

In addition to this completed application, the applicant must provide the following:

- ☒ A site plan (drawn to scale, legible, and of a reproducible size). The site plan should show existing and proposed features such as: access; lot and street lines with dimensions in feet; distances from property lines; improvements; north direction arrow, and significant features (slope, vegetation, adjacent development, drainage, etc.).
- ☒ A copy of the current planned development overlay ordinance.
- ☒ A legal description of the subject site, preferably taken from the deed.
- ☒ Payment of the applicable review fee, which can be found on the Planning Department web page.

**I certify the statements contained herein, along with the evidence submitted, are in all respects true and are correct to the best of my knowledge and belief.**

*Kathy Schotfelte*  
Applicant's Signature

9/28/18  
Date

*MD Rodnauer*  
Property Owner's Signature

9/28/18  
Date



**Property address:** 600 SE Baker St. McMinnville, OR 97128

**Assessor Map No:** R4420DD-00101 and R4420DD-00200

**Total site area:** 5.89 acres (approximately ½ is buildable, and ½ is in the Cozine Creek flood plain)

**Comprehensive Plan Designation:** Residential

**Zoning Designation:** R4- Multi-family residential

**Site location and description:** The Old Columbus School location

**PARCEL 1:**

A tract of land in Section 20, Township 4 South, Range 4 West of the Willamette Meridian, County of Yamhill and State of Oregon, and being a portion of that tract conveyed to Emily J. Snelling by Deed recorded in Book "R", Page 367, described as follows:

**BEGINNING** at a point 864.40 feet South and 16 links East of the intersection of the center line of "B" Street in McMinnville with the South line of W. T. Newbys Donation Land Claim and running East 154.44 feet; thence South 394.48 feet; thence South 48° West 1.0 chain; thence South 68° West 63 links; thence North 70° West to a point due South of beginning point; thence North to Place of Beginning. **EXCEPTING THEREFROM** the following:

**BEGINNING** at the City monument in the center of Baker Street and on the North line of South crows Street; thence South 00° 35' West 20 feet; thence South 88° 50' East 158.36 feet to the **TRUE PLACE OF BEGINNING**; thence South 287.7 feet to an iron pin on the East boundary of School District No. 40 school grounds; thence North 02° 01-1/2' West 282.62 feet; thence North 62° 17' East 11.3 feet to the **TRUE PLACE OF BEGINNING**. **SAVE AND EXCEPT** that portion conveyed to the State of Oregon, by and through its Department of Transportation in Warranty Deed recorded January 4, 1996 as Instrument No. 199600163, Deed and Mortgage Records.

**PARCEL 2:**

Situate in Section 20, Township 4 South, Range 4 West of the Willamette Meridian, Yamhill County, Oregon as follows:

**BEGINNING** 847.44 feet South and 16 links East of intersection of center line of "B" Street with South line of W. T. Newbys Donation Land Claim, said, beginning point being the Northeast corner of a tract conveyed by Emily J. Snelling to George Squire which deed is recorded in Book "Y", Page 555, Deed Records for Yamhill County, Oregon; running South 448.80 feet; thence North 79° West 25 feet; thence North to the North line of said Squires tract; thence North 44° East to angle in North line of said Squires tract; thence East 16 links to Place of Beginning. **SAVE AND EXCEPT** that portion conveyed to the State of Oregon, by and through its Department of Transportation in Warranty Deed recorded January 4, 1996 as Instrument No. 199600163, Deed and Mortgage Records.

**PARCEL 3:**

A tract of land in Section 20, Township 4 South, Range 4 West of the Willamette Meridian in Yamhill County, Oregon, described as follows:

**BEGINNING** at a point on the Southerly line of South Baker Street in the City of McMinnville, Oregon, said point being 20.44 feet West and 48.0 feet South of the intersection of the center lines of South Baker Street and South Crows Street and on the line between the land owned by School District No. 40, known as the Columbus School Grounds, and a tract of land owned by Linfield College, the same being recorded in Volume 46, Page 567, Records of Deeds of Yamhill County; thence running South along said line 392.9 feet to the Southeast corner of said college tract; thence North 70° West along the Southerly line of said tract 40.34 feet; thence North 79° West along said Southerly line 99.0 feet; thence North 64° West along said Southerly line 16.60 feet; thence North parallel to the East line of said tract 227.2 feet to a point on the Southerly line of South Baker Street; thence North 50° 15' East along the Southerly

line of South Baker Street 195.1 feet to the Place of Beginning. SAVE AND EXCEPT that portion conveyed to the State of Oregon, by and through its Department of Transportation in Warranty Deed recorded January 4, 1996 as Instrument No. 199600163, Deed and Mortgage Records.

**PARCEL 4:**

A tract of land in the City of McMinnville, Yamhill County, Oregon described as follows: BEGINNING at the City monument in the center of Baker Street, and on the North line of Cows Street, extended; thence South 00° 35' West 20.0 feet; thence South 88° 50' East 158.36 feet to an iron pipe at the Northeast corner of the Columbus School Property; thence South 287.7 feet to the TRUE POINT OF BEGINNING; thence East 56.55 feet; thence North 07° 09'-1/2' East 269.56 feet; thence North 60° 53' East 70.0 feet; thence North 46° 56'-1/2' East 95.9 feet to an iron pipe supposedly marking the Southeast corner of Lot 11, Block 1, SUNNYSIDE ADDITION to the City of McMinnville, Yamhill County, Oregon; thence North 81° 43' East along the South line of that tract described in Yamhill County Deed Records, Volume 121, Page 465 to the West line of Davis Street; thence Southeasterly along the West line of Davis Street to the center of Cozine Creek; thence Southwesterly up the center of Cozine Creek to a point approximately 61 feet West and 635 feet South of said City monument where the center of Cozine Creek intersects an East boundary line of the Linfield College property; thence North along said East boundary 190 feet more or less to a point on the South line of Columbus School grounds, which is 61.09 feet West and 443.55 feet South of said monument; thence following the present Columbus School boundary as follows: South 70° East 40.34 feet; thence South 77° 12' East 96.38 feet; thence North 68° East 41.58 feet; thence North 48° East 66.0 feet; thence North 106.78 feet to the TRUE PLACE OF BEGINNING.

**PARCEL 5:**

BEGINNING at the Southeast corner of Lot 11, Block 1, SUNNYSIDE ADDITION to the City of McMinnville, Yamhill County, Oregon; thence South 46° 56' 30" West 95.9 feet; thence South 60° 53' West 70 feet; thence South 07° 09' 30" West 28 feet to the TRUE PLACE OF BEGINNING; thence Northwesterly tangent to the last named bearing, 50 feet; thence Northwesterly to a point on the South line of Cows Street that is South 61° 02' West 109.58 feet from the Southwest corner of said Lot 11, Block 1; thence Southwesterly along the South line of said Cows Street, 21 feet to the Northeast corner of the Columbus School Tract; thence South along the East line of the Columbus School Tract 282.62 feet; thence East 56.55 feet; thence North 07° 09' 30" East 241.56 feet to the TRUE POINT OF BEGINNING.



# **Supporting Narrative for Comprehensive Plan Amendment and Zone Change Applications**

## ***Residential to Commercial, and R-4 PD (Multi-Family Residential Planned Development) Zone to O-R (Office/Residential) Zone, Respectively***

600 SE Baker St. McMinnville, OR  
Assessor's Map No. R4420DD – 00101 & 00200  
September 28, 2018

### ***1. What, in detail, are you asking for? State the reason(s) for the request and the intended use(s) of the property.***

The applicant wishes to construct an office building to consolidate several programs as well as the company's administrative staff at the former Columbus School site located at 600 SE Baker St. in McMinnville. The total acreage is 5.8, while the usable/buildable acreage is 2.86 and the remaining portion is impacted by wetlands and the 100 year flood plain.

For this project to move forward, the following land use applications will be required:

- Removal of the property from the Linfield Planned Development Overlay Zone that was approved by the City in 2000
- A comprehensive plan map amendment from Residential to Commercial
- A zone change from R-4 PD to O-R

MV Advancements (MVA) is a non-profit corporation, founded in 1966 to provide employment, residential and community inclusion supports to adults who experience intellectual and/or developmental disabilities. Our mission is to assist persons with disabilities to develop to their highest potential and achieve fulfilling lives. Our vision is that these adults will be fully supported to be involved in their community, developing meaningful relationships at work, at home and at leisure.

During Phase 1, MV Advancements intends to develop the site to include a corporate headquarters office building with approximately 10,000 sq/ft. This building will be a consolidation of several locations and services around our community and it will house up to 50 employees including our administrative staff, employment staff, McMinnville Community Inclusion program, a training room and community space. The community space will be available upon request to other organizations in Yamhill County. Required off-street parking and landscaping will also be provided as part of this phase of development.

Phase 2 of the project would include up to 24 apartment units that would provide needed housing for people with intellectual/developmental disabilities well as possible senior housing.

The access to public transportation and the close access to other services and agencies within the community will create a real opportunity to improve the lives of the individuals we support.

In 2000, the City took action to approve a request from Linfield College to apply a planned development overlay to their entire campus as a tool to help guide its future growth and

development. This planned development included the subject property, which had a few years prior been acquired by the College from the McMinnville School District. Commissioners may recall that this is the site of the former Columbus Elementary School, which was razed in 1994 due to damage sustained during the 1993 Spring Break earthquake. With this property's sale to MV Advancements, the site will no longer have relevance to Linfield's long range development plans. For that reason, the applicant requests the portion of the planned development that encumbers the subject site be removed.

The requested comprehensive plan amendment and zone change are necessary to permit the proposed professional office use on this property; multi-family residential use is permitted by the current zoning, as well as by the Office-Residential zone.

It should be noted that Purchase and Sale Agreement between MVA and Linfield contains the following restrictive covenants regarding use of the property, one of which reads as follows:

The restrictive covenant will allow residential uses, but only those that are in conjunction with the services being performed by the Buyer, and/or for senior citizen housing, and only if permitted by all applicable laws, rules, and regulations. The specifically allowed residential uses would be limited to no more than 24 individual units and with buildings no taller than two stories. All other residential uses would be prohibited.

Please see attached letter from Linfield supporting this application and their statement that they would not support the development of the property for the maximum capacity of 83 housing units.

Further details regarding the applicant's proposed development, and findings in support of its requested land use applications, are provided in the following pages and attached materials.

***2. Show in detail, by citing specific goals and policies, how your request is consistent with applicable goals and policies of the McMinnville Comprehensive Plan (Vol. 2).***

The following Goals and policies from Volume II of the McMinnville Comprehensive Plan of 1981 are applicable to this request:

GOAL II 1: TO PRESERVE THE QUALITY OF THE AIR, WATER, AND LAND RESOURCES WITHIN THE PLANNING AREA.

*2.00 The City of McMinnville shall continue to enforce appropriate development controls on lands with identified building constraints, including, but not limited to, excessive slope, limiting soil characteristics, and natural hazards.*

*9.00 The City of McMinnville shall continue to designate appropriate lands within its corporate limits as "floodplain" to prevent flood induced property damages and to retain and protect natural drainage ways from encroachment by inappropriate uses.*

Applicant Response: Goal II and Policy 2.00 and 9.00 are satisfied as applicant has no plans to develop the portion of the property that is located in the Cozine Creek floodplain. Based on wetland, flood plain and topographic maps, it is estimated that approximately 50% of the site is usable (124,575 SF / 2.86 acres).

The applicant is aware that Linfield College, in conjunction with the Greater Yamhill Watershed Council has plans to restore the Cozine Creek property between the Linfield campus and this

property, to its original, native plant species. It is the applicant's intent to fully cooperate with this restoration.

GOAL III 1: TO PROVIDE CULTURAL AND SOCIAL SERVICES AND FACILITIES COMMENSURATE WITH THE NEEDS OF OUR EXPANDING POPULATION, PROPERLY LOCATED TO SERVICE THE COMMUNITY AND TO PROVIDE POSITIVE IMPACTS ON SURROUNDING AREAS.

*13.00 The City of McMinnville shall allow future community center type facilities, both public and private, to locate in appropriate areas based on impacts on the surrounding land uses and the community as a whole, and the functions, land needs, and service area of the proposed facility.*

*14.00 The City of McMinnville shall strive to insure that future public community facilities, where possible and appropriate, are consolidated by locating the new structures in close proximity to other public buildings. This will be done in order to realize financial benefits, centralize services, and positively impact future urban development.*

Applicant Response: Goal III and Policy 13.00 and 14.00 are supported for the following reasons:

MVA provides social services to individuals who experience disabilities. We have seen an increase in individuals needing our services. The location of the property is in close proximity to other community services including the library, the Developmental Disabilities case management entities, public transportation and recreational activities including the city pool, local parks and historic downtown 3<sup>rd</sup> Street. We have been looking for suitable property that would meet our criteria of being close to community services and the downtown core for some time. This was the only property we have found that meets our current and future needs.

GOAL IV 1: TO ENCOURAGE THE CONTINUED GROWTH AND DIVERSIFICATION OF McMINNVILLE'S ECONOMY IN ORDER TO ENHANCE THE GENERAL WELL-BEING OF THE COMMUNITY AND PROVIDE EMPLOYMENT OPPORTUNITIES FOR ITS CITIZENS. COMMERCIAL DEVELOPMENT

GOAL IV 2: TO ENCOURAGE THE CONTINUED GROWTH OF McMINNVILLE AS THE COMMERCIAL CENTER OF YAMHILL COUNTY IN ORDER TO PROVIDE EMPLOYMENT OPPORTUNITIES, GOODS, AND SERVICES FOR THE CITY AND COUNTY RESIDENTS.

*21.01 The City shall periodically update its economic opportunities analysis to ensure that it has within its urban growth boundary (UGB) a 20-year supply of lands designated for commercial and industrial uses. The City shall provide an adequate number of suitable, serviceable sites in appropriate locations within its UGB. If it should find that it does not have an adequate supply of lands designated for commercial or industrial use it shall take corrective actions which may include, but are not limited to, redesignation of lands for such purposes, or amending the UGB to include lands appropriate for industrial or commercial use. (Ord.4796, October 14, 2003)*  
*21.03 The City shall support existing businesses and industries and the establishment of locally owned, managed, or controlled small businesses. (Ord.4796, October 14, 2003)*

Applicant Response: MV Advancements is a small, non-profit business with approximately 160 employees. MVA is based in McMinnville with employment services also provided in Polk and Marion counties. We have been unable to find adequate commercial space for a corporate headquarters within the city except for this Linfield property.

Approval of this request would provide some 2.86 acres of land for commercial use. According to the conclusions of the City's adopted Economic Opportunities Analysis, there is a need for approximately 36 additional acres of commercial land during the planning period (2013-2033). The redesignation of this property from Residential to Commercial would help satisfy that unmet need.

It should be noted that this zone change will not result in a loss of AVAILABLE R4 residential land, as this property was not a part of the available land for development in the City's most recent housing needs analysis. However, the O-R zone will allow for residential development, so this change will expand available residential land within the City limits.

Also, please see the letter of support from Linfield College specifically supporting the level of development as proposed.

Goal IV 1 & 2 and Policy 21.01 and 21.03 are met by this request.

GOAL IV 3: TO ENSURE COMMERCIAL DEVELOPMENT THAT MAXIMIZES EFFICIENCY OF LAND USE THROUGH UTILIZATION OF EXISTING COMMERCIALY DESIGNATED LANDS, THROUGH APPROPRIATELY LOCATING FUTURE COMMERCIAL LANDS, AND DISCOURAGING STRIP DEVELOPMENT.

*24.00 The cluster development of commercial uses shall be encouraged rather than auto-oriented strip development. (Ord.4796, October 14, 2003)*

Applicant Response: Policy 24.00 is satisfied as the development of the site is consistent with the current commercial clustering of business in the area. We intend to create a campus feel that will blend aesthetically with existing properties.

*25.00 Commercial uses will be located in areas where conflicts with adjacent land uses can be minimized and where city services commensurate with the scale of development are or can be made available prior to development.*

Applicant Response: Policy 25.00 is satisfied as the request to rezone to O-R (Office/Residential) is consistent with the surrounding land uses. On the North side of Cows Street, the immediate two properties, including the You-Nique Boutique Hair Salon and Hagan Hamilton Insurance, are currently zoned O-R. Directly west (across Baker Street), the parcels are zoned C-3 including Walgreens, The El Rancho Market and St. Vincent de Paul Thrift store. To the East, the adjacent property is zoned R-4. Further, the applicant notes that the purpose of the Office Residential zone, as stated in the McMinnville Zoning Ordinance, is to provide a transition and buffer area between commercially zoned and residentially zoned areas, and as a buffer zone along major arterials between the roadway and the interior residential areas. The requested action furthers those objectives and is therefore consistent with Policy 25.00.

*30.00 Access locations for commercial developments shall be placed so that excessive traffic will not be routed through residential neighborhoods and the traffic-carrying capacity of all adjacent streets will not be exceeded.*

Applicant Response: Access for the proposed development would be located off Cows Street, near the site's northeast corner and some 150 feet east of the street's intersection with Baker

Street. Cows Street is classified as a local residential street in the City's Transportation System Plan; Baker Street is classified as a major arterial. Access for this property is limited to Cows Street as it is bordered on two sides by the Cozine Creek floodplain, and to the west by Baker Street, onto which direct access from this site is prohibited. The access has been located back from the Cows Street and Baker Street intersection to minimize conflict at that intersection and promote its use, rather than alternate routes such as travel further east and north on Cows Street.

Further, according to the applicant's submitted traffic impact analysis (TIA), most of the trips generated by this proposed development would travel west and north through the Baker Street/Cows Street intersection and not east and north on Cows Street. Per the traffic impact analysis (see Appendix F, Figure 5), it is estimated that 5% of the site traffic would utilize Cows and that 95% would use Baker Street. Applying that 5% to the numbers of Table 1 of the TIA, the full impact of a 49,835 square foot office building, which is the reasonable worst case in the proposed zone, Cows would see an increase of 4 weekday AM peak hour trips and 3 weekday PM peak hour trips. Based upon the trip difference between the existing zone (R-4) and the proposed zone, Cows would see an increase in 4 weekday daily trips, 2 weekday AM peak hour trips and 1 PM peak hour trip.

Policy 30.00 is therefore satisfied.

*31.00 Commercial developments shall be designed in a manner which minimizes bicycle/pedestrian conflicts and provides pedestrian connections to adjacent residential development through pathways, grid street systems, or other appropriate mechanisms. (Ord.4796, October 14, 2003)*

Applicant Response: Policy 31.00 is satisfied as the property is bordered by sidewalks for both bicycle/pedestrian traffic. Further, Cows, as the closest residential street would continue to provide pedestrian connections to the existing residential properties.

*32.00 Where necessary, landscaping and/or other visual and sound barriers shall be required to screen commercial activities from residential areas.*

Applicant Response: Policy 32.00 is satisfied as the applicant intends to landscape the property appropriately and the design will be reviewed by the City of McMinnville Landscape Review Committee prior to the issuance of building permits.

*33.00 Encourage efficient use of land for parking; small parking lots and/or parking lots that are broken up with landscaping and pervious surfaces for water quality filtration areas. Large parking lots shall be minimized where possible. All parking lots shall be interspersed with landscaping islands to provide a visual break and to provide energy savings by lowering the air temperature outside commercial structures on hot days, thereby lessening the need for inside cooling. (Ord.4796, October 14, 2003)*

Applicant Response: Policy 33.00 is satisfied as applicant intends to provide adequate space for off street parking and will comply with landscape requirements in accordance with City ordinances.

GOAL V 1: TO PROMOTE DEVELOPMENT OF AFFORDABLE, QUALITY HOUSING FOR ALL CITY RESIDENTS.

*64.00 The City of McMinnville shall work in cooperation with other governmental agencies, including the Mid-Willamette Valley Council of Governments and the Yamhill County Housing Authority, and private groups to determine housing needs, provide better housing opportunities and improve housing conditions for low and moderate income families.*

Applicant Response: Goal V 1 and Policy 64.00 is met as applicant, once the commercial building is complete will consider the development of low-income housing for individuals with disabilities and/or seniors.

GOAL V 2: TO PROMOTE A RESIDENTIAL DEVELOPMENT PATTERN THAT IS LAND INTENSIVE AND ENERGY-EFFICIENT, THAT PROVIDES FOR AN URBAN LEVEL OF PUBLIC AND PRIVATE SERVICES, AND THAT ALLOWS UNIQUE AND INNOVATIVE DEVELOPMENT TECHNIQUES TO BE EMPLOYED IN RESIDENTIAL DESIGNS.

*68.00 The City of McMinnville shall encourage a compact form of urban development by directing residential growth close to the city center and to those areas where urban services are already available before committing alternate areas to residential use.*

Applicant response: Policy 68.00 is satisfied as the property is located close to the city center where urban services are already available including public transportation.

*69.00 The City of McMinnville shall explore the utilization of innovative land use regulatory ordinances which seek to integrate the functions of housing, commercial, and industrial developments into a compatible framework within the city.*

Applicant response: Policy 69.00 is met as the applicant intends to integrate the functions of commercial and housing developments into the site.

*71.05 The City of McMinnville shall encourage annexations and rezoning which are consistent with the policies of the Comprehensive Plan so as to achieve a continuous five-year supply of buildable land planned and zoned for all needed housing types. (Ord.4840, January 11, 2006; Ord. 4243, April 5, 1983; Ord. 4218, November 23, 1982)*

Applicant response: As part of this proposed commercial development, the applicant is considering the development within the subject property of approximately 24 residential housing units for developmentally disabled adults. If constructed, the units would generally be located within the eastern portion of the site.

The City's most recently completed Housing Needs Analysis (EcoNorthwest, 2001) provides the following as regard housing for special needs individuals:

#### “HOUSING NEEDS OF SPECIAL POPULATIONS

In its Housing Strategies Workbook, the Oregon Department of Housing and Community Services identifies several “special populations” that have housing needs distinctly different than the general population. These include runaway

youth, elderly and frail individuals, large families, farmworkers, persons recently released from state institutions, and persons infected with the HIV virus, among others. The housing needs of these special populations are highly dependent on individual circumstances. Moreover, it is not uncommon for the same individual to be classified into two or more of the categories. As such, it is very difficult to develop an estimate of the number and type of housing units needed for these special populations. In this section we estimate the number of persons with such disabilities and provide projections based on anticipated population growth in Yamhill County. For reasons stated above, we do not attempt to estimate the number or types of units needed to house individuals with special housing needs. Table 5-28 summarizes the number of persons statewide and in Yamhill County who fall within each of the special population categories. **Although the need varies by group, collectively, these groups have significant housing needs.** [Emphasis added]. Please refer to the Housing Strategies Workbook for a detailed discussion of issues and special considerations for these populations.”<sup>1</sup>

The report authors go on to conclude that the need for housing for special needs individuals in McMinnville “is considerable.”<sup>2</sup>

The applicant notes that regardless of the type of housing proposed, the City’s adopted Housing Needs Analysis finds that all residential zones are deficient in terms of the acreage available to meet the demands of the planning period.<sup>3</sup>

Given the above findings, Policy 71.05 is satisfied by this request as additional housing units would be made available to meet the needs of city residents.

*71.13 The following factors should serve as criteria in determining areas appropriate for high-density residential development:*

- 1. Areas which are not committed to low or medium density development;*
- 2. Areas which can be buffered by topography, landscaping, collector or arterial streets, or intervening land uses from low density residential areas in order to maximize the privacy of established low-density residential areas;*
- 3. Areas which have direct access from a major collector or arterial street;*
- 4. Areas which are not subject to development limitations;*
- 5. Applications for multiple-family zone changes will be considered in relation to the above factors, e.g., sewer line capacity and dispersal of units. In addition, requests for zone changes to multiple-family shall consider those factors set for in Section 17.74.020 (Comprehensive Plan Map Amendment and Zone Change – Review Criteria) of the zoning ordinance (Ord. 4796, October 14, 2003; Ord. 4218, November 23, 1985).*

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<sup>1</sup> “McMinnville Housing Needs Analysis,” EcoNorthwest, May 2001, p. 5-29.

<sup>2</sup> “McMinnville Housing Needs Analysis,” EcoNorthwest, May 2001, p. 5-30.

<sup>3</sup> “McMinnville Housing Needs Analysis,” EcoNorthwest, May 2001, Table 6-2, p. 6-4.



Applicant response: Policy 71.13 is met as this request satisfies the above listed criteria as noted elsewhere in this narrative. In summary, the property is not committed to low or medium density development; it is buffered by topography, existing higher density development, and arterial streets from other low-density development; the site has access via Cowls Street to Baker Street, a major arterial; and the area proposed for development (above the Cozine Creek floodplain) is not subject to development limitations.

*74.00 Distinctive natural, topographic, and aesthetic features within planned developments shall be retained in all development designs.*

Applicant response: Policy 74.00 is met as applicant intends to develop a landscape plan to fit in with the natural area including Cozine Creek wetlands.

*80.00 In proposed residential developments, distinctive or unique natural features such as wooded areas, isolated preservable trees, and drainage swales shall be preserved wherever feasible.*

Applicant response: Policy 80.00 is met as applicant intends to fully cooperate with Linfield College, in conjunction with the Greater Yamhill Watershed Council, to support plans to restore the Cozine Creek property between the Linfield campus and this property, to its original, native plant species.

*81.00 Residential designs which incorporate pedestrian and bikeway paths to connect with activity areas such as schools, commercial facilities, parks, and other residential areas, shall be encouraged.*

Applicant response: Policy 81.00 is satisfied as the property is bordered by sidewalks to accommodate both bicycle/pedestrian traffic. Further, Cowls, as the closest residential street, will continue to provide pedestrian connections to the existing activity areas.

*86.00 Dispersal of new multiple-family housing development will be encouraged throughout the residentially designated areas in the City to avoid a concentration of people, traffic congestion, and noise. The dispersal policy will not apply to areas on the fringes of the downtown "core," and surrounding Linfield College where multiple-family developments shall still be allowed in properly designated areas.*

Applicant response: Policy 86.00 would not apply as the dispersal policy is not applicable to the subject site, which sits within the fringes of the downtown core and surrounding Linfield College area.

*90.00 Greater residential densities shall be encouraged to locate along major and minor arterials, within one-quarter mile from neighborhood and general commercial shopping centers, and within a one-half mile wide corridor centered on existing or planned public transit routes. (Ord. 4840, January 11, 2006; Ord. 4796, October 14, 2003)*

Applicant response: Policy 90.00 is met as the development of apartments at this site will result in meeting the goal of locating greater residential densities along major arterials (Baker Street) and it is in walking distance to shopping and public transit routes.

*91.00 Multiple-family housing developments, including condominiums, boarding houses, lodging houses, rooming houses but excluding campus living quarters, shall be required to access off of arterials or collectors or streets determined by the City to have sufficient traffic carrying capacities to accommodate the proposed development. (Ord. 4573, November 8, 1994)*

Applicant response: The applicant's submitted Traffic Impact Analysis finds that: 1) the proposed development would generate few new trips during the AM and PM peak periods (the PM peak period actually goes down); and 2) the vast majority of those new trips would travel to and from the site on Baker Street, a major arterial street, and the short section of Cowls Street extending from Baker Street to the subject site's northeast corner. It also notes that very few trips would travel to the east and north from the site on Cowls Street. Both Baker Street and Cowls Street have sufficient carrying capacity to accommodate the proposed development, as documented by the Traffic Impact Analysis, and comments from the City of McMinnville Community Development Director. Policy 91.00 is therefore satisfied. See the attached Traffic Impact Analysis for details.

*92.00 High-density housing developments shall be encouraged to locate along existing or potential public transit routes.*

Applicant Response: Policy 92.00 is satisfied as Route 2 of the Yamhill County Transit Area public transit serves the proposed site and there is a current bus stop located to the west side of the property.

GOAL VI 1: TO ENCOURAGE DEVELOPMENT OF A TRANSPORTATION SYSTEM THAT PROVIDES FOR THE COORDINATED MOVEMENT OF PEOPLE AND FREIGHT IN A SAFE AND EFFICIENT MANNER.

*126.00 The City of McMinnville shall continue to require adequate off-street parking and loading facilities for future developments and land use changes.*

Applicant Response: Goal IV and Policy 126.00 is satisfied as the Applicant intends to provide off-street parking for both phases of the project. Based upon the building size, the City would require a minimum of 34 spaces. We anticipate having a minimum of 43 spaces for the office building and will provide for the apartments' parking in phase 2, based upon the nature of the development and as may be required by City off-street parking standards.

GOAL VII 1: TO PROVIDE NECESSARY PUBLIC AND PRIVATE FACILITIES AND UTILITIES AT LEVELS COMMENSURATE WITH URBAN DEVELOPMENT, EXTENDED IN A PHASED MANNER, AND PLANNED AND PROVIDED IN ADVANCE OF OR CONCURRENT WITH DEVELOPMENT, IN ORDER TO PROMOTE THE ORDERLY CONVERSION OF URBANIZABLE AND FUTURE URBANIZABLE LANDS TO URBAN LANDS WITHIN THE McMINNVILLE URBAN GROWTH BOUNDARY.

*136.00 The City of McMinnville shall insure that urban developments are connected to the municipal sewage system pursuant to applicable city, state, and federal regulations.*

*139.00 The City of McMinnville shall extend or allow extension of sanitary sewage collection lines with the framework outlined below:*

1. *Sufficient municipal treatment capacities exist to handle maximum flows of effluents.*
2. *Sufficient trunk and main line capacities remain to serve undeveloped land within the projected service areas of those lines.*
3. *Public water service is extended or planned for extension to service the area at the proposed development densities by such time that sanitary sewer services are to be utilized*
4. *Extensions will implement applicable goals and policies of the comprehensive plan.*

*142.00 The City of McMinnville shall insure that adequate storm water drainage is provided in urban developments through review and approval of storm drainage systems, and through requirements for connection to the municipal storm drainage system, or to natural drainage ways, where required.*

*144.00 The City of McMinnville, through McMinnville Water and Light, shall provide water services for development at urban densities within the McMinnville Urban Growth Boundary.*

*145.00 The City of McMinnville, recognizing McMinnville Water and Light as the agency responsible for water system services, shall extend water services within the framework outlined below:*

1. *Facilities are placed in locations and in such manner as to insure compatibility with surrounding land uses.*
2. *Extensions promote the development patterns and phasing envisioned in the McMinnville Comprehensive Plan.*
3. *For urban level developments within McMinnville, sanitary sewers are extended or planned for extension at the proposed development densities by such time as the water services are to be utilized;*
4. *Applicable policies for extending water services, as developed by the City Water and Light Commission, are adhered to.*

*151.00 The City of McMinnville shall evaluate major land use decisions, including but not limited to urban growth boundary, comprehensive plan amendment, zone changes, and subdivisions using the criteria outlined below:*

1. *Sufficient municipal water system supply, storage, and distribution facilities, as determined by McMinnville Water and Light, are available or can be made available, to fulfill peak demands and insure fire flow requirements and to meet emergency situation needs.*
2. *Sufficient municipal sewage system facilities, as determined by the City Public Works Department, are available, or can be made available, to collect, treat, and dispose of maximum flows of effluents.*
3. *Sufficient water and sewer system personnel and resources, as determined by McMinnville Water and Light and the City, respectively, are available, or can be made available, for the maintenance and operation of the water and sewer systems.*
4. *Federal, state, and local water and waste water quality standards can be adhered to.*
5. *Applicable policies of McMinnville Water and Light and the City relating to water and sewer systems, respectively, are adhered to.*

Applicant Response: Goal VII 1 and Policies 136.00, 139.00, 142.00, 144.00, 145.00, and 151.00 are satisfied by the request as, based on comments received, adequate levels of sanitary sewer collection, storm sewer and drainage facilities, municipal water distribution systems and supply, and energy distribution facilities, either presently serve or can be made available to serve the site. Additionally, the Water Reclamation Facility has the capacity to accommodate flow resulting from development of this site. Administration of all municipal water and sanitary sewer systems guarantee adherence to federal, state, and local quality standards. The City of McMinnville shall continue to support coordination between city departments, other public and private agencies and utilities, and McMinnville Water and Light to insure the coordinated provision of utilities to developing areas and in making land-use decisions.

GOAL VII 3: TO PROVIDE PARKS AND RECREATION FACILITIES, OPEN SPACES, AND SCENIC AREAS FOR THE USE AND ENJOYMENT OF ALL CITIZENS OF THE COMMUNITY.

*163.00 The City of McMinnville shall continue to require land, or money in lieu of land, from new residential developments for the acquisition and/or development of parklands, natural areas, and open spaces.*

Applicant Response: Goal VII 3 and Policy 163.00 are satisfied in that park fees shall be paid for each housing unit at the time of building permit application as required by McMinnville Ordinance 4282, as amended.

GOAL VIII 1: TO PROVIDE ADEQUATE ENERGY SUPPLIES, AND THE SYSTEMS NECESSARY TO DISTRIBUTE THAT ENERGY, TO SERVICE THE COMMUNITY AS IT EXPANDS.

*173.00 The City of McMinnville shall coordinate with McMinnville Water and Light and the various private suppliers of energy in this area in making future land use decisions.*

*177.00 The City of McMinnville shall coordinate with natural gas utilities for the extension of transmission lines and the supplying of this energy resource.*

Applicant Response: Policies 173.00 and 177.00 are satisfied in that no concerns regarding this proposal have been voiced to the applicant in their discussions with McMinnville Water and Light or Northwest Natural Gas.

*178.00 The City of McMinnville shall encourage a compact urban development pattern to provide for conservation of all forms of energy.*

Applicant Response: Policy 178.00 is satisfied in that the applicant is proposing to develop property near the city center at urban densities and intensities, thereby promoting a compact urban development pattern and conserving energy.

GOAL X 1: TO PROVIDE OPPORTUNITIES FOR CITIZEN INVOLVEMENT IN THE LAND USE DECISION MAKING PROCESS ESTABLISHED BY THE CITY OF McMINNVILLE.

*188.00 The City of McMinnville shall continue to provide opportunities for citizen involvement in all phases of the planning process. The opportunities will allow for review and comment by community residents and will be supplemented by the availability of information on planning*

*requests and the provision of feedback mechanisms to evaluate decisions and keep citizens informed.*

Applicant Response: Goal X I and Policy 188.00 are satisfied in that McMinnville continues to provide opportunities for the public to review and obtain copies of the application materials and completed staff report prior to the holding of public hearing(s). All members of the public have access to provide testimony and ask questions during the public review and hearing process. In addition, the applicant was required to conduct a neighborhood meeting prior to submitting this application. There were 15 guests in attendance at a neighborhood meeting which was hosted at the McMinnville Community Center on September 19, 2018 beginning at 6:00 PM. In summary, the following questions/ comments were received as well as MVA response to attendees:

1. Is Cows Street the only access/entrance to the property? Answer: yes
2. You state that you will have 50 employees, but do you have enough parking?  
Answer: yes, we will provide sufficient off street parking in excess of City requirements.
3. There is already a traffic concern on Cows Street will the development make this worse? Answer: We have a traffic study that indicates that there is sufficient capacity for the development. Further, based upon discussions with City staff, it was agreed that impact along Cows Street would be minor enough (due to the narrow nature of the street: i.e.: traffic flows to where it moves most freely) that it was not included in the study area.
4. Do you plan to develop the entire acreage, even the flood plain? Answer: Our plan is to develop only the property above the 100 year flood plain.
5. When will you do a survey of the property? Answer: In order to reduce costs, we are waiting until we have assurance that the zone change will be approved before incurring the expense.
6. There is a concern about current traffic flows on Baker Street north, past Cows Street and in front of Hagan Hamilton. Is there any way to sequence the lights on Baker Street to address? Answer: MVA is willing to work with other businesses to address this concern about the flow of traffic on Baker Street with the City of McMinnville.
7. Will this re-zoning application impact any other property? Answer: No, only the Linfield property located at 600 SE Baker Street.

***3. If your request is subject to the provisions of a planned development overlay, show, in detail, how the request conforms to the requirements of the overlay.***

The current planned development overlay that encumbers the subject site and Linfield College campus is not relevant to MV Advancement's development plans. Further, with the sale of this property to MV Advancements, it is no longer relevant to Linfield College and its long-range development plans. The owner (Linfield College) is therefore asking for this PD to be removed from the subject property.

**4. If you are requesting a Planned Development, state how the proposal deviates from the requirements of the Zoning Ordinance and give justification for such deviation.**

Not applicable.

**5. Considering the pattern of development in the area and surrounding land uses, show, in detail, how the proposed amendment is orderly and timely.**

The request to rezone to O-R (Office/Residential) is consistent with the surrounding land uses. On the North side of Cows Street, the immediate two properties including the You-Nique Boutique Hair Salon and Hagan Hamilton Insurance are currently zoned O-R. Directly west (across Baker Street), the parcels are zoned C-3 including Walgreens, The El Rancho Market and St. Vincent de Paul Thrift store. To the East, the adjacent property is zoned R-4.

The site design for this property proposes a commercial building on the west side of the property which would be across from currently zoned O-R and C-3 properties. On the east side of the property, the proposed residential apartment units would be adjacent to residential property (R-4).

**6. Describe any changes in the neighborhood or surrounding area which might support or warrant the request.**

There is a long history of public use of the property. Until 1993 the property was the site of the Columbus Elementary School. After the school was deemed unsafe after the 1993 Spring Break earthquake, the property has remained vacant. It was subsequently acquired by Linfield College (the property owner).

At the same time, the neighborhood has moved to a more commercial use and this proposed project would support this transition to increase commercial usage.

The applicant notes that the purpose of the Office Residential zone, as stated in the McMinnville Zoning Ordinance, is to provide a transition and buffer area between commercially zoned and residentially zoned areas, and as a buffer zone along major arterials between the roadway and the interior residential areas. The requested action furthers those objectives and therefore supports or warrants this request.

**7. Document how the site can be efficiently provided with public utilities, including water, sewer, electricity, and natural gas, if needed, and that there is sufficient capacity to serve the proposed use.**

All public utilities already exist to the site based upon our conversation with McMinnville Water & Light and City Staff.

The applicant has discussed the conceptual plans with representatives of McMinnville Water and Light and the City of McMinnville. Based upon those conversations, the applicant believes that sufficient capacity exists to serve the proposed development. Specific to the subject site, sanitary sewer service extends to the site's northeast corner, water service consists of a 12-inch ductile iron line on the north side of Cows Street and electricity services exists at the site's

southwest corner (underground) and (overhead) facilities. In addition, storm sewer service is available on the west side of the property, along Baker Street. The onsite storm sewer system will be designed to comply with the City's adopted *Storm Sewer Master Plan*.

**8. Describe, in detail, how the proposed use will affect traffic in the area. What is the expected trip generation?**

The office building will house approximately 50 employees of MV Advancements. Access to the property will be off of Cows Street; no direct access to Baker Street from this property would be permitted. This will have negligible impact on Cows Street as it is a narrow street and vehicles will go where the traffic flows more freely, which would be Baker Street. Intersections along Cows Street were discussed with City Staff and it was agreed that impacts along Cows Street would be minor enough that they should not be included in the study area.

The following study intersections were identified and discussed with City of McMinnville and Oregon Department of Transportation staff for evaluation:

- 1) SE Baker Street (Highway 99W)/SE Handley Street
- 2) SE Baker Street (Highway 99W)/SE Cows Street
- 3) SE Baker Street (Highway 99W)/Adams Street U-turn

In the Traffic Impact Analysis performed by Greenlight Engineering (a copy of which is attached) all study intersections will operate adequately per Oregon Department of Transportation (ODOT) requirements evaluated at the 2023 horizon year without mitigation. There are no study intersections under the jurisdiction of the City of McMinnville. The Transportation Planning Rule requirements are met and there is adequate capacity for this development. See details of expected trip generation in the attached report.

Per preliminary conversations with the Oregon Department of Transportation (ODOT), they have indicated that they are pleased with the current bus stop located adjacent to the property and the existing right turn lane onto Cows Street from Baker Street. Further, ODOT has submitted written response to the record of this hearing stating that it has no comments or objections to this requested comprehensive plan amendment and zone change.





Vice President for Finance & Administration  
900 SE Baker Street  
McMinnville, OR 97128-6894  
t 503.883.2458 f 503.883.2630

November 7, 2018

Chair and Members of the Planning Commission  
City of McMinnville  
231 NE 5th Street  
McMinnville, OR 97128

RE: Zone Change Application for 600 SE Baker Street

Dear Chair and Committee Members,

Linfield College supports the Zone Change Application jointly submitted by MV Advancements (MVA) and Linfield for the property that the college owns at 600 SE Baker Street in McMinnville.

Linfield acquired this property from the McMinnville School District after the Columbus Grade School was condemned as a result of the earthquake of 1993. The college has been approached by interested buyers on several occasions who desired to fully develop the property. Given the close proximity of this property to Linfield's campus, the college carefully considered how development could impact Linfield's mission. The college would not sell the property if it resulted in the development of maximum capacity, high-density housing.

While negotiating with MV Advancements, the college required that the sale of the property include a Restrictive Covenant that limits the number of residential units that can be built. Specifically, the sales agreement restricts residential development to only those that are in conjunction with services performed by MVA and/or senior citizen housing, and allows no more than 24 individual units, with buildings no taller than two stories.

Linfield believes that with restrictions including those set forth above, the project will be beneficial to Linfield, MVA, and the public.

Sincerely,

Mary Ann Rodriguez  
Vice President, Finance and Administration

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## **Traffic Impact Analysis**

# **MV Advancements**

## **Comprehensive Plan Amendment /Zone Change**

**600 SE Baker Street  
McMinnville, Oregon**

**September 10, 2018**



**EXPIRATION DATE: DEC. 31, 2018**



**GREENLIGHT ENGINEERING**  
TRAFFIC ENGINEERING/TRANSPORTATION PLANNING

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Phone: 503.317.4559 • Web: [www.greenlightengineering.com](http://www.greenlightengineering.com)

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## EXECUTIVE SUMMARY

MV Advancements has proposed a comprehensive plan amendment and zone change in support of a project in McMinnville, Oregon. The site is located at 600 SE Baker Street and is 5.8 acres in size and currently split zoned as R-4 (Multiple Family Residential Zone) and F-P (Flood Plain). The 2.86 acre R-4 portion of the site is proposed to be rezoned to O-R (Office Residential Zone). The F-P portion will remain unchanged.

It is anticipated that the site will eventually be developed to consist of 10,000 square feet of office space and potentially up to 24 apartment units for adults with development disabilities and/or seniors. A conceptual site plan is illustrated in Appendix A. This report addresses the Transportation Planning Rule as required in a comprehensive plan amendment and zone change application. The following summarizes the key points of this transportation impact analysis (TIA):

- The 5.8 acre site is currently split zoned R-4 (Multiple Family Residential Zone). Only the 2.86 acre R-4 portion of the site is developable due to the presence of the 100 year floodplain of Cozine Creek that is located in the 2.94 acre F-P zone portion of the site.
- After the zone change/comprehensive plan amendment is approved, the preliminary development plan includes an office building of approximately 10,000 square feet to accommodate around 50 employees. In a future phase, it is envisioned that approximately 24 units of housing for developmentally disabled residents and/or seniors will be added.
- Analysis periods include the existing year (2018) and year 2023 to address the requirements of the Comprehensive Plan Amendment/Zone Change and Oregon's Transportation Planning Rule. The Transportation Planning Rule requires an analysis at horizon of the local jurisdiction's planning period. In this case, the City of McMinnville's Transportation System Plan planning period is 2023.
- The following study intersections were identified and discussed with City of McMinnville and Oregon Department of Transportation staff for evaluation:
  - 1) SE Baker Street (Highway 99W)/SE Handley Street
  - 2) SE Baker Street (Highway 99W)/SE Cows Street
  - 3) SE Baker Street (Highway 99W)/Adams Street U-turn

- Intersections along Cows Street were discussed with City staff and it was agreed that impacts along Cows Street would be minor enough that they should not be included in the study area.
- All study intersections will operate adequately per Oregon Department of Transportation (ODOT) requirements evaluated at the 2023 horizon year without mitigation. There are no study intersections under the jurisdiction of the City of McMinnville. The Transportation Planning Rule requirements are met.

## INTRODUCTION

This transportation impact analysis (TIA) has been prepared to determine the impacts to the City of McMinnville and ODOT street systems in the immediate vicinity of a proposed project located on the southeast corner of the intersection of SE Baker Street (Highway 99W)/SE Cows Street at 600 SE Baker Street. The proposed project includes a comprehensive plan amendment and zone change that will support a future development that is planned to consist of 10,000 square feet of office space. Additionally, a possible future phase of development may include 24 apartment units for developmentally disabled adults and/or seniors. In establishing the project scope and performing the analysis, a number of important elements have been identified and considered, including the following items:

- Rather than analyzing a specific development plan, a Comprehensive Plan Amendment/Zone Change and Transportation Planning Rule analysis requires the analysis of the reasonable worst case trip generation allowed within the existing zone is compared to the reasonable worst case trip generation allowed within the proposed zone. The difference in trips (if the proposed zoning generates more trips than the existing zone) are then evaluated to assess the impacts of the proposed zone over the existing zone to determine if the project has a “significant effect” per the Transportation Planning Rule.
- Within the existing zone, the site could reasonably accommodate up to 83 units of apartments, representing the reasonable worst case trip generation. Within the proposed zone, the site could reasonable accommodate up to 49,835 square feet of office space.
- The trip generation rates are based on the 10<sup>th</sup> edition of the Institute of Transportation Engineer's *Trip Generation Manual*.
- In-process trips, or those trips generated by other developments in the project vicinity were not included in the analysis as the travel demand model accounts for regional growth in traffic volumes through 2023.
- 2023 traffic volumes were generated utilizing travel demand model outputs provided by the Oregon Department of Transportation. The outputs were post-processed according

to ODOT's *Analysis Procedures Manual (APM)*, which relies upon the methodology of *NCHRP Report 765*.

- Capacity analysis of critical intersections for both the weekday AM peak hour and weekday PM peak hour under 2018 existing, 2023 background and 2023 total traffic conditions were evaluated. Critical intersections were determined based upon communication with City of McMinnville and ODOT staff and include the following:
  - 1) SE Baker Street (Highway 99W)/SE Handley Street
  - 2) SE Baker Street (Highway 99W)/SE Cows Street
  - 3) SE Baker Street (Highway 99W)/Adams Street U-turn
- Review of pedestrian, bicycle and automobile safety issues in the area.
- Evaluation of accessibility to nearby transit services.
- Evaluation of the project's compliance with Oregon's Transportation Planning Rule.
- Queuing analysis for background and total traffic conditions in 2023.

The Appendices to this report contains technical data including: traffic counts, capacity analysis reports, queuing analysis and crash data.

## **SITE DESCRIPTION, CRITICAL INTERSECTIONS, AND STREETS**

The site is located on the southeast corner of the intersection of SE Baker Street (Highway 99W)/SE Cows Street. Currently, the site is vacant although there are two existing access points constructed to SE Cows Street. With development, access will be provided to Cows Street only. No access will be proposed to SE Baker Street.

A preliminary site plan is provided in Appendix A and a vicinity map is provided below.





Vicinity Map

**SE Baker Street (Highway 99W)** is under the jurisdiction of ODOT. The road is a two lane, one-way northbound facility with a posted speed of 30 MPH. Baker Street forms a one-way couplet with Adams Street which serves southbound traffic. There are curbs and continuous sidewalk. Along the site frontage, there is width for a paved shoulder which is partially striped with no parking allowed. North of SE Cows Street, on-street parking is introduced on both the east and west side of SE Baker Street. According to the *Oregon Highway Plan*<sup>1</sup>, Highway 99W is classified as a Regional Highway (not a freight route) while the City of McMinnville's *Transportation System Plan*<sup>2</sup> classifies SE Baker Road as a major arterial.

**SE Cows Street** is under the jurisdiction of the City of McMinnville. The road is a two lane facility with a posted speed of 25 MPH. There are curbs and sidewalks along most of SE Cows Street. Along the project frontage there is an existing curb and curb tight sidewalk. SE Cows Street is classified as a local street according to Exhibit 2-3 of the City TSP.

<sup>1</sup> <http://www.oregon.gov/ODOT/Planning/Documents/OHP.pdf>

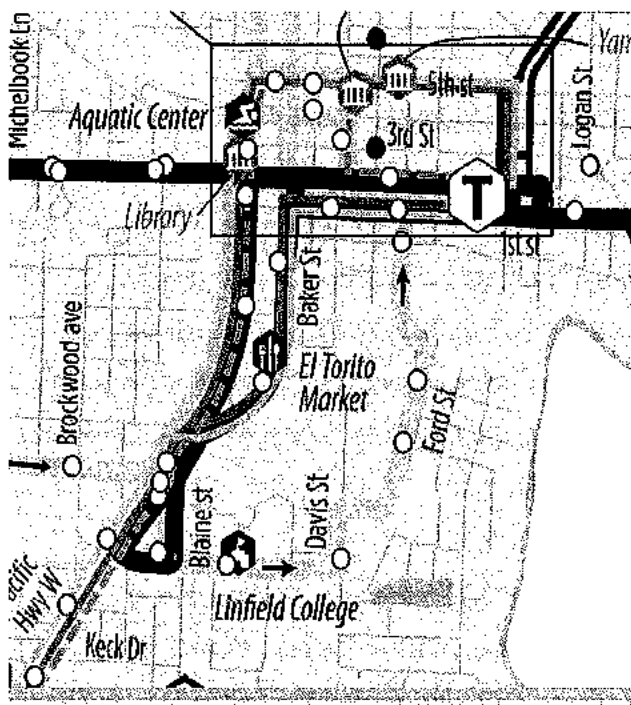
<sup>2</sup> <https://www.mcminnvilleoregon.gov/planning/page/transportation-system-plan>

**SE Handley Street** is under the jurisdiction of the City of McMinnville. The road is a two lane facility not posted for speed. Between SE Baker Street and SE Adams Street, Handley Street is only approximately 230 feet in length. There are curbs and a continuous sidewalk on the south side of SE Handley Street. SE Handley Street is classified as a local street according to Exhibit 2-3 of the City TSP.

Figure 1 of Appendix F illustrates the existing intersection control and lane configurations.

## TRANSIT SERVICE

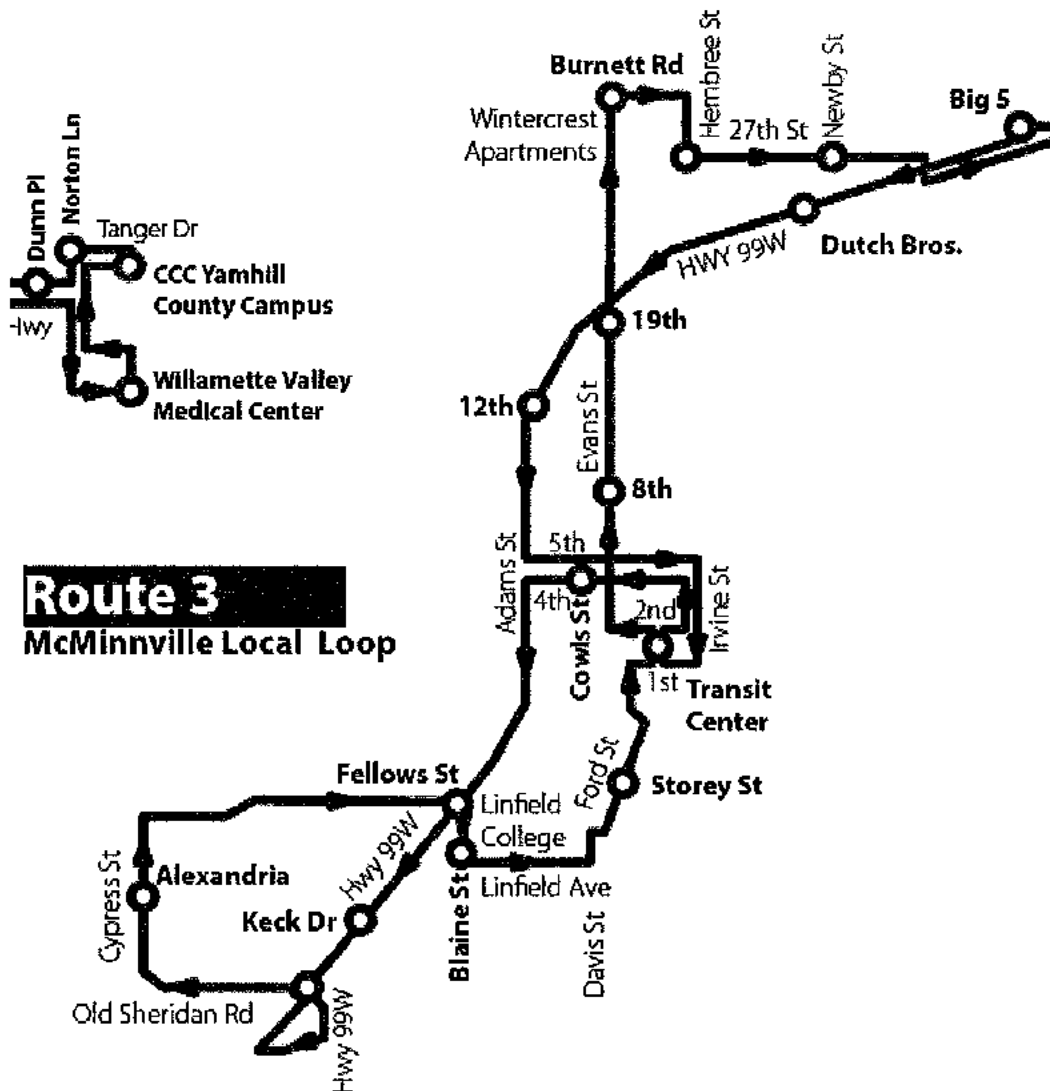
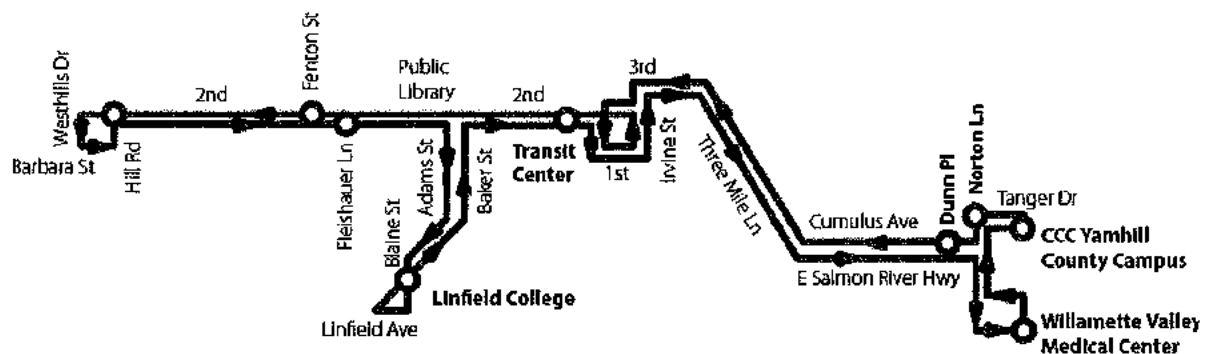
Yamhill County Transit Area<sup>3</sup> operates several bus lines on Highway 99W near the project site. Nearest the site, Route 2 operates on one hour headways on weekdays only. There is a northbound bus stop adjacent to the site on SE Baker Street and a southbound bus stop near the SE Adams Street/SE Handley Street. Route 3 also serves the southbound bus stop at SE Adams Street/SE Handley Street.



<sup>3</sup> <http://www.yctransitarea.org/>

## Route 2

### McMinnville East-West Express



## Route 3

### McMinnville Local Loop

Given the relative infrequency of bus service, no specific trip generation reduction is assumed as part of this study. However, it is likely that some users of the future development will arrive and depart by transit.

### **PEDESTRIAN & BICYCLE CIRCULATION**

As previously discussed, there are continuous sidewalks on SE Baker Street. The sidewalk along the west side of SE Cows Street is continuous although there are gaps on the east side. There are no separated bike facilities on SE Baker Street although ODOT has marked a paved shoulder on SE Baker Street south of SE Cows Street. North of SE Cows Street, SE Baker Street allows on-street parking, but there are no separated bicycling facilities. Along the site's frontage, there are already sidewalks.

### **STUDY INTERSECTIONS**

Through coordination with the City of McMinnville and ODOT, the following intersections were identified as the necessary study intersections:

- 1) SE Baker Street (Highway 99W)/SE Handley Street
- 2) SE Baker Street (Highway 99W)/SE Cows Street
- 3) SE Baker Street (Highway 99W)/Adams U-turn

The SE Baker Street (Highway 99W)/Adams U-turn intersection is located south of SE Cows Street and serves as the southernmost intersection in the couplet. This intersection serves southbound Highway 99W traffic destined for the site.

### **MOBILITY STANDARDS**

ODOT has jurisdiction over SE Baker Street (Highway 99W). The *Oregon Highway Plan (OHP)* provides that Highway 99W is a Statewide Highway (not a freight route) through the study intersections. Since McMinnville is not within the Portland Metro area and is posted with a speed of 30 MPH, the mobility standard for Highway 99W is a v/c ratio of 0.90 per Table 6 of the OHP<sup>4</sup>.

<sup>4</sup> <http://www.oregon.gov/ODOT/Planning/Documents/OHP.pdf>

Since all of the study intersections are along Highway 99W, ODOT's mobility standard is the applicable operating standard. The City of McMinnville does not have jurisdiction over any of the study intersections.

## EXISTING TRAFFIC VOLUMES

Manual turning movement counts were collected in July 2018 during the weekday AM and PM peak hours at the study intersections. Traffic counts included auto, bus, truck, bicycles, and pedestrians, with 15-minute breakdowns during the AM (7-9 am) and PM (4-6 pm) peak periods.

The study intersections raw traffic volumes were seasonally adjusted per ODOT's APM to develop 30 highest hour volumes (30 HV). The preferred method for seasonally adjusting raw traffic counts is the "On-Site ATR Method". However, there is not an automatic traffic recorder near the site.

The ATR Characteristic Table Method of the APM was also evaluated as the next best alternative according to the APM. However, there were no ATRs in Oregon that were similar in characteristics to this section of SE Baker Street (Highway 99W) and also within 10% of the AADT of the project site.

Finally, the Seasonal Trend Method of the APM was evaluated and ultimately used in the seasonal adjustment for this project.

Appendix B includes the raw traffic counts. Appendix C includes the 30<sup>th</sup> highest hour volume seasonal adjustment worksheet. Figure 2 of Appendix F illustrates the existing traffic volumes.

## 2023 BACKGROUND TRAFFIC VOLUMES

Since the application proposes a change in zoning and a comprehensive plan amendment, an estimate of long-term traffic operations is required in order to satisfy the requirements of Oregon's Transportation Planning Rule. As the City of McMinnville's *Transportation System Plan* is based upon a horizon year of 2023, a planning horizon year of 2023 was used for this analysis. ODOT provided 2003 and 2023 travel demand model link volumes. These link

volumes have been post-processed in accordance with ODOT's *APM*, which relies heavily upon *NCHRP Report 765, Analytical Travel Forecasting Approaches for Project-Level Planning and Design*. The 2023 background traffic volumes are based upon the conditions that would be expected with the existing zoning in place without the approval of the zone change.

ODOT's travel demand model doesn't adequately establish traffic volumes at the study intersections as they are local streets that were not considered in the model. To account for the development of the site under the R-4 zoning in 2023, the trip generation associated with 83 units of apartments (see "Trip Generation" section of report) on the site been added to the 2018 existing traffic to evaluate a more appropriate 2023 background traffic condition. This adjustment better reflects the conditions that would be created with the approval of the proposed zone change.

Figure 4 in Appendix F illustrates the 2023 traffic background volumes for both the weekday AM and PM peak hours. Appendix D contains the 2003 and 2023 transportation model data. Appendix E contains the *APM* based post-processing spreadsheet.

## **TRIP GENERATION**

Vehicle trip generation rates from the 10<sup>th</sup> Edition of the *ITE Trip Generation Manual* were applied in establishing the site's generated trips. It is anticipated that 10,000 square feet of office space will be developed in the near term and a future development may include 24 apartment units for adults with developmental disabilities and/or seniors.

However, in order to establish compliance with the City's zone change and comprehensive plan amendment requirements as well as Oregon's Transportation Planning Rule, the reasonable worst case difference in trip generation of the proposed zone versus the existing zone must be evaluated.

Only approximately 2.86 acres of the 5.8 acre site is developable and zoned R-4. The R-4 portion of the site is proposed to be rezoned to O-R. The remaining 2.94 acre portion of the site is undevelopable and zoned F-P due to the presence of the 100 year floodplain of Cozine Creek. Additionally, there are steep slopes on a part of the R-4 portion of the site that may further

reduce the developable area. However, a reduction for that portion is not considered in this analysis.

Based on a review of City code, it was determined that the reasonable worst case development in the existing R-4 (Multiple Family Residential Zone) would be 83 units of apartments. According to City Code, apartments can be constructed at 29 units per acre. The trip generation of 83 units of apartments is included in Table 1 below.

2.86 acres equates to approximately 124,585 square feet. Based on the assumption that 40% of the buildable site would be constructed with actual office structure on only one level with the other area attributable to landscaping, parking, setbacks, circulation areas and garbage/recycling, etc. there is approximately 49,835 square foot of office that could be reasonably constructed on the site. Thus, it was determined that the worst case development in the proposed O-R (Office Residential Zone) would be 49,835 square feet of office space. The trip generation based on that amount of office space is included in Table 1 below.

Table 1 also establishes the net increase in trip generation between the existing zoning and the proposed zoning and illustrates the new trips generated as part of the zone change/comprehensive plan amendment that are used to establish compliance with the Transportation Planning Rule.

**Table 1. Trip Generation of Existing Zoning vs. Proposed Zoning**

Existing Zoning Description & ITE Code	Units	Daily	Weekday AM Peak Hour			Weekday PM Peak Hour		
			Total	In	Out	Total	In	Out
Multifamily Housing (Mid-Rise) (ITE #221)	83	451	29	7	22	37	23	14
Proposed Zoning Description & ITE Code	KSF	Daily	Weekday AM Peak Hour			Weekday PM Peak Hour		
			Total	In	Out	Total	In	Out
General Office (ITE #710)	49,835	540	73	63	10	59	9	50
Net Increase in Trips		+89	+44	+56	+12	+22	+14	+36

Source: ITE Trip Generation Manual, 10<sup>th</sup> Edition  
 Fitted curve equations used  
 KSF = 1000 square feet



It should be noted that in the weekday AM peak hour, there is a reduction in the outbound trips from the existing zone to the proposed zone. Similarly, in the weekday PM peak hour, there is a reduction in the inbound trips from the existing zone to the proposed zone. The travel demand model provides no estimates of projected side street volumes at SE Handley Street, SE Cowls Street, and the Adams Street U-turn. Additionally, the side street volumes of each roadway are very low under existing conditions. As a result, it was decided to apply the site trip generation of the existing zone in order to develop 2023 background traffic volumes and to better account for the limitations of the travel demand model. In the 2023 total traffic conditions, the difference between the existing and proposed trip generation is considered.

### TRIP DISTRIBUTION

The net increase in trips estimated in Table 1 were distributed on the transportation network based upon a review of the ODOT link volumes, existing traffic volumes and patterns, a review of the existing street network, and the evaluation of driveway use. On the low volume side streets where the ODOT travel demand forecasting model lacks information, the full trip generation of the existing zone was applied in generating the 2023 background traffic volumes. The difference in trip generation between the existing zone and proposed zone were applied to generate the 2023 total traffic volumes.

This trip generation and distribution were performed to determine the impacts of the proposed zoning versus the existing zoning in establishing compliance with the Transportation Planning Rule.

Figure 3 in Appendix F illustrates the assumed trip distribution pattern and the assignment of site generated trips to the study intersections during both the weekday AM and PM peak hour to generate traffic volumes for the 2023 background traffic conditions. Figure 5 illustrates the assumed trip distribution pattern and the assignment of net new site generated trips to the study intersections during both the weekday AM and PM peak hour to generate traffic volumes for the 2023 total traffic conditions. It should be noted that during the weekday AM peak hour, there is a reduction in outbound traffic between the existing and proposed zoning. For turning movements where the anticipated 2023 total traffic volumes would be less than the existing traffic, no reductions were assumed.

### **2023 TOTAL TRAFFIC VOLUMES**

In order to determine the impacts of the proposed zone change and comprehensive plan amendment on the street system as required by Oregon's Transportation Planning Rule, a comparative analysis of trips generated by the existing zoning compared to the proposed zoning was provided in Table 1. The increase in trips from the existing zoning to the proposed zoning was then added to the 2023 background traffic condition to determine the zone change/comprehensive plan amendment's impact on the transportation network. This summation represents the 2023 total traffic scenario or the condition that would be expected with the approval of the zone change.

Figure 6 in Appendix F illustrates the 2023 total traffic volumes.

### **TRAFFIC OPERATIONS ANALYSIS**

Capacity analysis for 2018 existing, 2023 background and 2023 total traffic conditions has been performed at each of the relevant study intersections.

Synchro 10 and SimTraffic 10 software was utilized in our analysis. The analysis is based upon the methodology of the 2010 Highway Capacity Manual.

Traffic flow figures show the traffic data and turn movements for the weekday AM and PM peak hour conditions that were used in the traffic operation analysis.

Tables 2 to 4 provide a summary of the intersection capacity results. The Synchro software capacity summary reports are included in Appendix G.

**Table 2. SE Baker Street (Highway 99W)/SE Handley Street**

Traffic Scenario	2010 HCM Methodology	
	Weekday AM Peak Hour	Weekday PM Peak Hour
	Intersection V/C	Intersection V/C
2018 Existing Traffic	0.03	0.05
2023 Background Traffic	0.03	0.09
2023 Total Traffic	0.03	0.11

Note: 2010 Highway Capacity Manual methodology used in analysis.

**Table 3. SE Baker Street (Highway 99W)/SE Cows Street**

Traffic Scenario	2010 HCM Methodology	
	Weekday AM Peak Hour	Weekday PM Peak Hour
	Intersection V/C	Intersection V/C
2018 Existing Traffic	0.06	0.16
2023 Background Traffic	0.16	0.38
2023 Total Traffic	0.10	0.40

Note: 2010 Highway Capacity Manual methodology used in analysis.

**Table 4. SE Baker Street (Highway 99W)/Adams U-turn**

Traffic Scenario	2010 HCM Methodology	
	Weekday AM Peak Hour	Weekday PM Peak Hour
	Intersection V/C	Intersection V/C
2018 Existing Traffic	0.06	0.06
2023 Background Traffic	0.08	0.14
2023 Total Traffic	0.13	0.09

Note: 2010 Highway Capacity Manual methodology used in analysis.

As described previously, ODOT's mobility standard requires the SE Baker Street (Highway 99W) intersections to operate with a v/c ratio of 0.90 or less. Based on the results provided above, it is clear that all of the study intersections operate adequately in the 2018 existing traffic, 2023 background and 2023 total traffic conditions.

## TRANSPORTATION PLANNING RULE ANALYSIS

The Transportation Planning Rule (TPR) is a statewide regulation that ensures that the transportation system is adequate as planned and requires the evaluation of traffic impacts that could result from changes to adopted zoning and comprehensive plans. The Transportation Planning Rule reads as follows:

**660-012-0060**

### *Plan and Land Use Regulation Amendments*

(1) If an amendment to a functional plan, an acknowledged comprehensive plan, or a land use regulation (including a zoning map) would significantly affect an existing or planned transportation facility, then the local government must put in place measures as provided in section (2) of this rule, unless the amendment is allowed under section (3), (9) or (10) of this rule. A plan or land use regulation amendment significantly affects a transportation facility if it would:

- a) *Change the functional classification of an existing or planned transportation facility (exclusive of correction of map errors in an adopted plan);*
- b) *Change standards implementing a functional classification system; or*
- c) *Result in any of the effects listed in paragraphs (A) through (C) of this subsection based on projected conditions measured at the end of the planning period identified in the adopted TSP. As part of evaluating projected conditions, the amount of traffic projected to be generated within the area of the amendment may be reduced if the amendment includes an enforceable, ongoing requirement that would demonstrably limit traffic generation, including, but not limited to, transportation demand management. This reduction may diminish or completely eliminate the significant effect of the amendment.*
  - (A) *Types or levels of travel or access that are inconsistent with the functional classification of an existing or planned transportation facility;*
  - (B) *Degrade the performance of an existing or planned transportation facility such that it would not meet the performance standards identified in the TSP or comprehensive plan; or*
  - (C) *Degrade the performance of an existing or planned transportation facility that is otherwise projected to not meet the performance standards identified in the TSP or comprehensive plan.*

In this case, subsection (A) is not applicable since the proposed zone change and subsequent development is not expected to impact nor alter the functional classification of any existing or planned facility. The proposal does not include a change to any functional classification

standards. (A) is not triggered as the types of travel or access would not be inconsistent with the functional classification of any of the transportation facilities in the vicinity of the site.

Our analysis illustrates that Subsection (B) is also not applicable since all study intersections are anticipated to operate adequately in the 2023 horizon year. The proposed zone change/comprehensive plan amendment does not push any intersections into failure, therefore (B) is addressed.

Our analysis also illustrates that Subsection (C) is addressed as no study intersections are anticipated to not meet applicable mobility standards.

The requirements of the Transportation Planning Rule are met.

## **QUEUING ANALYSIS**

Queuing is a critical issue in the review of the operations and safety of intersections and access points. Queue spill back not only impacts the capacity of an intersection, but can also result in safety issues.

The impact of the project on queuing is reported for all study intersections for the 2023 background and 2023 total traffic conditions.

The simulation analysis was performed using SimTraffic 10 and is based upon the procedures and calibration per ODOT's *APM*<sup>5</sup>. There are no queuing issues in the 2023 background or total traffic conditions. Full intersection queuing results are provided in Appendix H.

## **TRAFFIC SAFETY**

A review of the recent crash history in the area does not indicate that there is an existing safety problem at any of the study intersections in the vicinity of the site. There are no crash patterns or crash rates that are of concern. ODOT requires an analysis of the critical crash rate of study intersections. The ODOT critical crash calculator<sup>6</sup> output sheets and raw crash data is provided in Appendix I.

<sup>5</sup> Accessed at <http://www.oregon.gov/odot/td/tp/pages/apm.aspx>

<sup>6</sup> <http://www.oregon.gov/ODOT/Planning/Documents/CriticalRateCalculator.zip>

The crash rate of the SE Baker Street (Highway 99W)/SE Handley Street intersection is just 0.28 crashes per million entering vehicles. Per the ODOT critical crash calculator, the critical crash rate for a similar intersection is 0.36 crashes per million entering vehicles. Since the crash rate is below the critical crash rate, there is not reason to analyze the intersection further.

The crash rate of the SE Baker Street (Highway 99W)/SE Cows Street intersection is just 0.28 crashes per million entering vehicles. Per the ODOT critical crash calculator, the critical crash rate for a similar intersection is 0.41 crashes per million entering vehicles. Since the crash rate is below the critical crash rate, there is not reason to analyze the intersection further.

The crash rate of the SE Baker Street (Highway 99W)/Adams U turn intersection is just 0.09 crashes per million entering vehicles. Per the ODOT critical crash calculator, the critical crash rate for a similar intersection is 0.36 crashes per million entering vehicles. Since the crash rate is below the critical crash rate, there is not reason to analyze the intersection further.

Based upon the above information, it is clear that there is not an existing safety issue at any of the study intersections.

## **SUMMARY AND RECOMMENDATIONS**

The proposed zone change/comprehensive plan amendment can be approved with no mitigation. The Transportation Planning Rule requirements are met. All study intersections will operate adequately in the City of McMinnville's TSP horizon year of 2023 per ODOT standards.

There are no existing or anticipated safety issues within the study area.

## APPENDICES

- A) Preliminary Site Plan
- B) Traffic Counts
- C) 30<sup>th</sup> Highest Hour Volumes (30 HV)/Seasonal Adjustment Worksheet
- D) ODOT Travel Demand Model Output Sheets
- E) 2023 Background & Total Traffic Volumes
- F) Traffic Flow Figures
  - Figure 1, Intersection Control & Lane Channelization
  - Figure 2, 2018 Existing Traffic Weekday AM & PM Traffic Volumes
  - Figure 3, Site Trip Distribution Weekday AM & PM Peak Hour
  - Figure 4, 2023 Background Traffic Weekday AM & PM Traffic Volumes
  - Figure 5, Site Trip Distribution Weekday AM & PM Peak Hour
  - Figure 6, 2023 Total Traffic Weekday AM & PM Traffic Volumes
- G) Synchro Intersection Capacity Analysis Report Outputs
- H) SimTraffic Queuing Results
- I) Critical Crash Rate Calculator & Crash Data



**Appendix A**

***Preliminary Site Plan***



**Appendix B**

***Traffic Counts***

# K-D-N

## KEY DATA NETWORK

Data Provided by K-D-N.com 503-694-4224	
N/S street	SE Baker St
E/W street	SE Handley St
City, State	McMinnville OR
Site Notes	
Location	45.206064 - -123.197952
Start Date	Tuesday, July 10, 2018
Start Time	07:00:00 AM
Weather	
Study ID #	
Peak Hour Start	07:30:00 AM
Peak 15 Min Start	07:45:00 AM
PHE (15 Min Int)	0.81

Eastbound  
SE Handley St  
Heavy Vehicle 0.0%



In 9  
Out 4

U-Turn 0  
Left 9  
Thru 0  
Right 0  
Bicycles 0

Southbound  
SE Baker St  
Heavy Vehicle 0.0%

In 0 Out 886

Bicycles Right Thru Left U-Turn

0 0 0 0 0

Peds 2

SE Baker St at SE Handley St

Peak Hour Summary

07:30 AM to 08:30 AM

Peds 0

U-Turn Left Thru Right Bicycles

0 4 877 0 0

Bicycles 0  
Right 0  
Thru 0  
Left 0  
U-Turn 0

In 0  
Out 0

Westbound  
SE Handley St  
Heavy Vehicle 0.0%

In 881 Out 0

Heavy Vehicle 6.1%

SE Baker St  
Northbound

Peak-Hour Volumes (PHV)																							
Northbound				Southbound				Eastbound				Westbound				Entering				Leaving			
Left	Thru	Right	Uturn	Left	Thru	Right	Uturn	Left	Thru	Right	Uturn	Left	Thru	Right	Uturn	NB	SB	EB	WB	NB	SB	EB	WB
4	877	0	0	0	0	0	0	9	0	0	0	0	0	0	0	881	0	9	0	0	886	4	0
Percent Heavy Vehicles																							
25.0%	6.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	6.1%	0.0%	0.0%	0.0%	NaN	6.0%	25.0%	0.0%

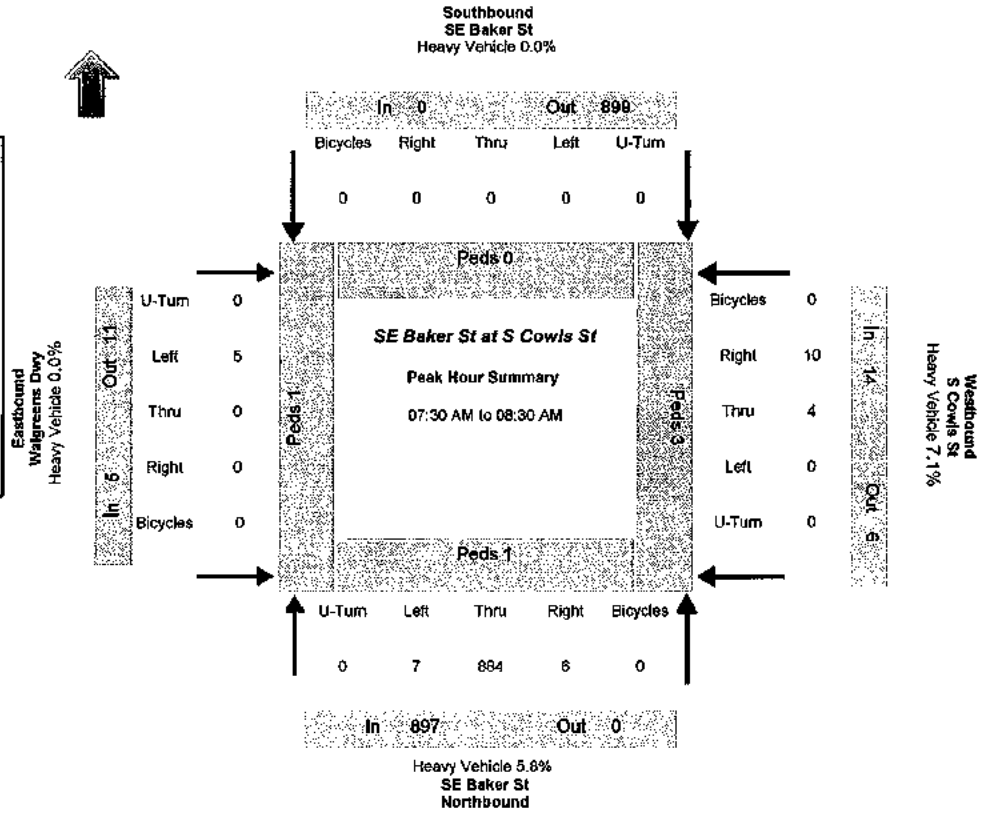
PHV- Bicycles																PHV - Pedestrians					
Northbound				Southbound				Eastbound				Westbound				Sum	in Crosswalk				Sum
Left	Thru	Right	Uturn	Left	Thru	Right	Uturn	Left	Thru	Right	Uturn	Left	Thru	Right	Uturn		NB	SB	EB	WB	
0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	2	4	0	0	

All Vehicle Volumes																		
Time	Northbound SE Baker St				Southbound SE Baker St				Eastbound SE Handley St				Westbound SE Handley St				15 Min	1 HR
	Left	Thru	Right	Uturn	Left	Thru	Right	Uturn	Left	Thru	Right	Uturn	Left	Thru	Right	Uturn	Sum	Sum
07:00:00 AM	0	43	0	0	0	0	0	0	1	0	0	0	0	0	0	0		
07:05:00 AM	0	58	0	0	0	0	0	0	0	0	0	0	0	0	0	0		
07:10:00 AM	0	50	0	0	0	0	0	0	1	0	0	0	0	0	0	0	153	
07:15:00 AM	0	66	0	0	0	0	0	0	0	0	0	0	0	0	0	0	175	
07:20:00 AM	0	49	0	0	0	0	0	0	0	0	0	0	0	0	0	0	166	
07:25:00 AM	1	43	0	0	0	0	0	0	0	0	0	0	0	0	0	0	159	
07:30:00 AM	0	65	0	0	0	0	0	0	2	0	0	0	0	0	0	0	180	
07:35:00 AM	0	72	0	0	0	0	0	0	0	0	0	0	0	0	0	0	183	
07:40:00 AM	0	71	0	0	0	0	0	0	0	0	0	0	0	0	0	0	210	
07:45:00 AM	0	78	0	0	0	0	0	0	0	0	0	0	0	0	0	0	221	
07:50:00 AM	1	104	0	0	0	0	0	0	0	0	0	0	0	0	0	0	264	
07:55:00 AM	0	90	0	0	0	0	0	0	1	0	0	0	0	0	0	0	274	796
08:00:00 AM	1	75	0	0	0	0	0	0	1	0	0	0	0	0	0	0	273	829
08:05:00 AM	0	52	0	0	0	0	0	0	3	0	0	0	0	0	0	0	223	826
08:10:00 AM	2	58	0	0	0	0	0	0	0	0	0	0	0	0	0	0	192	835
08:15:00 AM	0	70	0	0	0	0	0	0	0	0	0	0	0	0	0	0	185	839
08:20:00 AM	0	61	0	0	0	0	0	0	2	0	0	0	0	0	0	0	193	853
08:25:00 AM	0	61	0	0	0	0	0	0	0	0	0	0	0	0	0	0	214	860
08:30:00 AM	0	63	0	0	0	0	0	0	0	0	0	0	0	0	0	0	207	866
08:35:00 AM	0	66	0	0	0	0	0	0	0	0	0	0	0	0	0	0	210	880
08:40:00 AM	1	68	0	0	0	0	0	0	1	0	0	0	0	0	0	0	199	879
08:45:00 AM	0	65	0	0	0	0	0	0	1	0	0	0	0	0	0	0	202	867
08:50:00 AM	0	70	0	0	0	0	0	0	0	0	0	0	0	0	0	0	206	832
08:55:00 AM	0	66	0	0	0	0	0	0	0	0	0	0	0	0	0	0	202	807

# K-D-N

## KEY DATA NETWORK

Data Provided by K-D-N.com 503-584-4224	
N/S street	SE Baker St
E/W street	Walgreens Dwy
City, State	McMinnville OR
Site Notes	
Location	45.204704 - -123.198175
Start Date	Tuesday, July 10, 2018
Start Time	07:00:00 AM
Weather	
Study ID #	
Peak Hour Start	07:30:00 AM
Peak 15 Min Start	07:50:00 AM
PHF (15-Min Int)	0.78



Peak-Hour Volumes (PHV)																							
Northbound				Southbound				Eastbound				Westbound				Entering				Leaving			
Left	Thru	Right	Uturn	Left	Thru	Right	Uturn	Left	Thru	Right	Uturn	Left	Thru	Right	Uturn	NB	SB	EB	WB	NB	SB	EB	WB
7	884	6	0	0	0	0	0	5	0	0	0	0	4	10	0	897	0	5	14	0	899	11	6
Percent Heavy Vehicles																							
0.0%	5.9%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	10.0%	0.0%	5.8%	0.0%	0.0%	7.1%	NaN	5.9%	0.0%	0.0%

PHV- Bicycles																PHV - Pedestrians					
Northbound				Southbound				Eastbound				Westbound					in Crosswalk				
Left	Thru	Right	Uturn	Left	Thru	Right	Uturn	Left	Thru	Right	Uturn	Left	Thru	Right	Uturn	Sum	NB	SB	EB	WB	Sum
0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	1	0	1	3	5

All Vehicle Volumes																		
Time	Northbound SE Baker St				Southbound SE Baker St				Eastbound Walgreens Dwy				Westbound S Cows St				15 Min	1 HR
	Left	Thru	Right	Uturn	Left	Thru	Right	Uturn	Left	Thru	Right	Uturn	Left	Thru	Right	Uturn	Sum	Sum
07:00:00 AM	2	42	0	0	0	0	0	0	0	0	0	0	0	0	0	0		
07:05:00 AM	0	55	0	0	0	0	0	0	0	0	0	0	0	0	0	0		
07:10:00 AM	0	53	0	0	0	0	0	0	0	0	0	0	0	0	0	0	152	
07:15:00 AM	1	68	0	0	0	0	0	0	0	0	0	0	0	0	0	0	175	
07:20:00 AM	0	47	1	0	0	0	0	0	0	0	0	0	0	0	0	0	168	
07:25:00 AM	0	43	0	0	0	0	0	0	0	0	0	0	0	0	3	0	161	
07:30:00 AM	1	83	1	0	0	0	0	0	0	0	0	0	0	0	0	0	159	
07:35:00 AM	0	79	0	0	0	0	0	0	0	0	0	0	0	0	0	0	190	
07:40:00 AM	0	68	0	0	0	0	0	0	0	0	0	0	0	0	0	0	212	
07:45:00 AM	1	78	0	0	0	0	0	0	0	0	0	0	0	0	1	0	225	
07:50:00 AM	0	110	2	0	0	0	0	0	0	0	0	0	0	1	3	0	282	
07:55:00 AM	0	92	0	0	0	0	0	0	0	0	0	0	0	0	2	0	288	813
08:00:00 AM	2	76	0	0	0	0	0	0	1	0	0	0	0	2	1	0	292	851
08:05:00 AM	0	57	1	0	0	0	0	0	1	0	0	0	0	0	1	0	236	856
08:10:00 AM	1	56	2	0	0	0	0	0	1	0	0	0	0	0	0	0	202	863
08:15:00 AM	1	69	0	0	0	0	0	0	1	0	0	0	0	0	1	0	192	868
08:20:00 AM	0	57	0	0	0	0	0	0	1	0	0	0	0	1	0	0	191	879
08:25:00 AM	1	81	0	0	0	0	0	0	0	0	0	0	0	0	1	0	214	816
08:30:00 AM	1	57	2	0	0	0	0	0	1	0	0	0	0	0	0	0	203	912
08:35:00 AM	0	63	1	0	0	0	0	0	2	0	0	0	0	0	0	0	210	899
08:40:00 AM	1	76	0	0	0	0	0	0	0	0	0	0	0	0	0	0	204	908
08:45:00 AM	0	62	0	0	0	0	0	0	1	0	0	0	0	0	0	0	206	893
08:50:00 AM	0	85	1	0	0	0	0	0	1	0	0	0	0	0	0	0	207	844
08:55:00 AM	1	72	0	0	0	0	0	0	1	0	0	0	0	0	2	0	206	826

# K-D-N

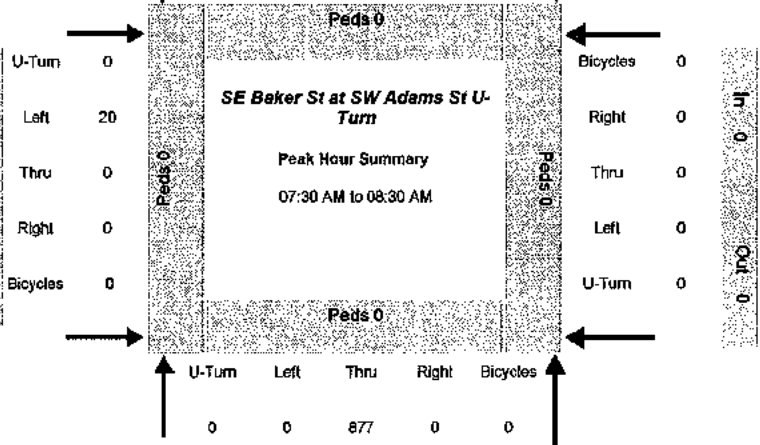
## KEY DATA NETWORK

Data Provided by K-D-N.com 503-584-4224	
N/S street	SE Baker St
E/W street	SW Adams St U-Turn
City, State	McMinnville OR
Site Notes	
Location	45.203925 - -123.199438
Start Date	Tuesday, July 10, 2018
Start Time	07:00:00 AM
Weather	
Study ID #	
Peak Hour Start	07:30:00 AM
Peak 15 Min Start	07:50:00 AM
PHF (15-Min Int)	0.80

Eastbound  
SW Adams St U-Turn  
Heavy Vehicle 5.0%



In 0  
Out 0  
U-Turn 0  
Left 20  
Thru 0  
Right 0  
Bicycles 0



Westbound  
SW Adams St U-Turn  
Heavy Vehicle 0.0%

Heavy Vehicle 5.8%  
SE Baker St  
Northbound

### Peak-Hour Volumes (PHV)

Northbound				Southbound				Eastbound				Westbound				Entering				Leaving			
Left	Thru	Right	Uturn	Left	Thru	Right	Uturn	Left	Thru	Right	Uturn	Left	Thru	Right	Uturn	NB	SB	EB	WB	NB	SB	EB	WB
0	877	0	0	0	0	0	0	20	0	0	0	0	0	0	0	877	0	20	0	0	897	0	0

### Percent Heavy Vehicles

0.0%	5.8%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	5.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	5.8%	0.0%	5.0%	0.0%	NaN	5.8%	NaN	0.0%
------	------	------	------	------	------	------	------	------	------	------	------	------	------	------	------	------	------	------	------	-----	------	-----	------

### PHV - Bicycles

Northbound				Southbound				Eastbound				Westbound					in Crosswalk					
Left	Thru	Right	Uturn	Left	Thru	Right	Uturn	Left	Thru	Right	Uturn	Left	Thru	Right	Uturn	Sum	NB	SB	EB	WB	Sum	
0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	

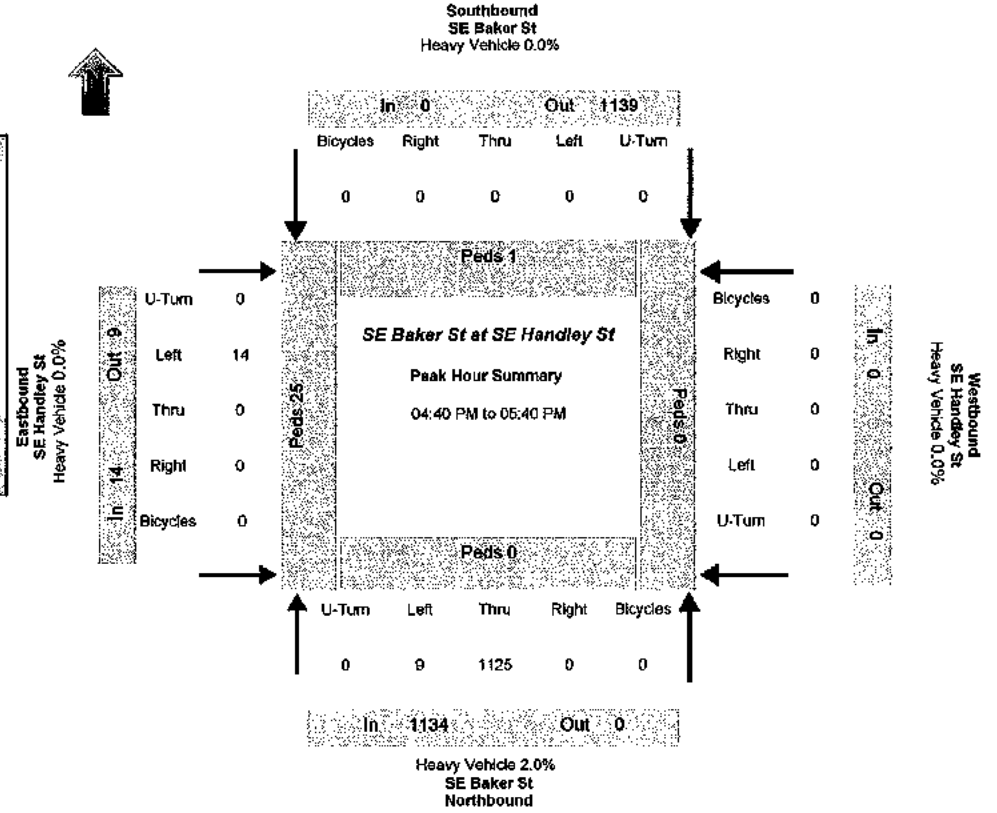
### All Vehicle Volumes

Time	Northbound SE Baker St				Southbound SE Baker St				Eastbound SW Adams St U-Turn				Westbound SW Adams St U-Turn				15 Min Sum	1 HR Sum
	Left	Thru	Right	Uturn	Left	Thru	Right	Uturn	Left	Thru	Right	Uturn	Left	Thru	Right	Uturn		
07:00:00 AM	0	43	0	0	0	0	0	0	1	0	0	0	0	0	0	0		
07:05:00 AM	0	53	0	0	0	0	0	0	2	0	0	0	0	0	0	0		
07:10:00 AM	0	53	0	0	0	0	0	0	0	0	0	0	0	0	0	0	152	
07:15:00 AM	0	66	0	0	0	0	0	0	1	0	0	0	0	0	0	0	175	
07:20:00 AM	0	47	0	0	0	0	0	0	1	0	0	0	0	0	0	0	168	
07:25:00 AM	0	43	0	0	0	0	0	0	0	0	0	0	0	0	0	0	158	
07:30:00 AM	0	65	0	0	0	0	0	0	0	0	0	0	0	0	0	0	159	
07:35:00 AM	0	79	0	0	0	0	0	0	0	0	0	0	0	0	0	0	187	
07:40:00 AM	0	67	0	0	0	0	0	0	1	0	0	0	0	0	0	0	212	
07:45:00 AM	0	75	0	0	0	0	0	0	2	0	0	0	0	0	0	0	224	
07:50:00 AM	0	109	0	0	0	0	0	0	3	0	0	0	0	0	0	0	257	
07:55:00 AM	0	88	0	0	0	0	0	0	4	0	0	0	0	0	0	0	281	803
08:00:00 AM	0	77	0	0	0	0	0	0	1	0	0	0	0	0	0	0	282	837
08:05:00 AM	0	64	0	0	0	0	0	0	4	0	0	0	0	0	0	0	228	840
08:10:00 AM	0	58	0	0	0	0	0	0	1	0	0	0	0	0	0	0	185	848
08:15:00 AM	0	68	0	0	0	0	0	0	2	0	0	0	0	0	0	0	187	840
08:20:00 AM	0	58	0	0	0	0	0	0	1	0	0	0	0	0	0	0	186	858
08:25:00 AM	0	61	0	0	0	0	0	0	1	0	0	0	0	0	0	0	209	897
08:30:00 AM	0	59	0	0	0	0	0	0	1	0	0	0	0	0	0	0	199	892
08:35:00 AM	0	63	0	0	0	0	0	0	1	0	0	0	0	0	0	0	206	877
08:40:00 AM	0	75	0	0	0	0	0	0	2	0	0	0	0	0	0	0	201	886
08:45:00 AM	0	60	0	0	0	0	0	0	2	0	0	0	0	0	0	0	203	871
08:50:00 AM	0	65	0	0	0	0	0	0	1	0	0	0	0	0	0	0	205	825
08:55:00 AM	0	71	0	0	0	0	0	0	2	0	0	0	0	0	0	0	201	806

# K-D-N

## KEY DATA NETWORK

Data Provided by K-D-N.com 503-594-4224	
N/S street	SE Baker St
E/W street	SE Handley St
City, State	McMinnville OR
Site Notes	
Location	45.209064 - -123.197952
Start Date	Tuesday, July 10, 2018
Start Time	04:00:00 PM
Weather	
Study ID #	
Peak Hour Start	04:40:00 PM
Peak 15 Min Start	04:40:00 PM
PHF (15-Min Int)	0.97



Peak-Hour Volumes (PHV)																							
Northbound				Southbound				Eastbound				Westbound				Entering				Leaving			
Left	Thru	Right	Uturn	Left	Thru	Right	Uturn	Left	Thru	Right	Uturn	Left	Thru	Right	Uturn	NB	SB	EB	WB	NB	SB	EB	WB
9	1125	0	0	0	0	0	0	14	0	0	0	0	0	0	0	1134	0	14	0	0	1139	9	0
Percent Heavy Vehicles																							
0.0%	2.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	2.0%	0.0%	0.0%	0.0%	NaN	2.0%	0.0%	0.0%

PHV- Bicycles												PHV- Pedestrians				
Northbound				Southbound				Eastbound				Westbound				Sum
Left	Thru	Right	Uturn	Left	Thru	Right	Uturn	Left	Thru	Right	Uturn	Left	Thru	Right	Uturn	Sum
0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0

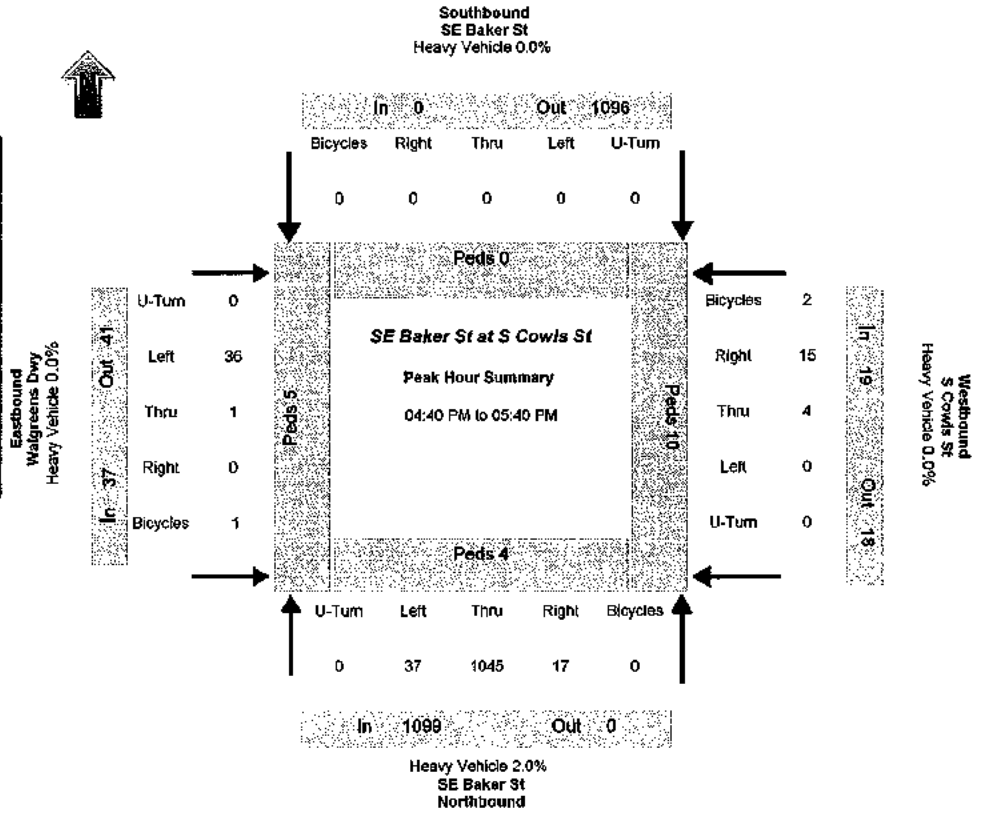
All Vehicle Volumes																	
Time	Northbound SE Baker St				Southbound SE Baker St				Eastbound SE Handley St				Westbound SE Handley St				15 Min Sum
	Left	Thru	Right	Uturn	Left	Thru	Right	Uturn	Left	Thru	Right	Uturn	Left	Thru	Right	Uturn	
04:00:00 PM	1	87	0	0	0	0	0	0	1	0	0	0	0	0	0	0	
04:05:00 PM	0	95	0	0	0	0	0	0	1	0	0	0	0	0	0	0	
04:10:00 PM	1	72	0	0	0	0	0	0	1	0	0	0	0	0	0	0	259
04:15:00 PM	0	95	0	0	0	0	0	0	2	0	0	0	0	0	0	0	267
04:20:00 PM	1	107	0	0	0	0	0	0	4	0	0	0	0	0	0	0	283
04:25:00 PM	0	74	0	0	0	0	0	0	2	0	0	0	0	0	0	0	285
04:30:00 PM	0	60	0	0	0	0	0	0	1	0	0	0	0	0	0	0	249
04:35:00 PM	0	73	0	0	0	0	0	0	0	0	0	0	0	0	0	0	210
04:40:00 PM	0	126	0	0	0	0	0	0	0	0	0	0	0	0	0	0	260
04:45:00 PM	1	105	0	0	0	0	0	0	0	0	0	0	0	0	0	0	305
04:50:00 PM	2	97	0	0	0	0	0	0	0	0	0	0	0	0	0	0	331
04:55:00 PM	0	86	0	0	0	0	0	0	2	0	0	0	0	0	0	0	293 1067
05:00:00 PM	2	93	0	0	0	0	0	0	1	0	0	0	0	0	0	0	283 1104
05:05:00 PM	1	80	0	0	0	0	0	0	2	0	0	0	0	0	0	0	287 1091
05:10:00 PM	2	102	0	0	0	0	0	0	2	0	0	0	0	0	0	0	285 1123
05:15:00 PM	0	85	0	0	0	0	0	0	0	0	0	0	0	0	0	0	284 1121
05:20:00 PM	0	83	0	0	0	0	0	0	1	0	0	0	0	0	0	0	285 1093
05:25:00 PM	1	81	0	0	0	0	0	0	2	0	0	0	0	0	0	0	283 1101
05:30:00 PM	0	87	0	0	0	0	0	0	4	0	0	0	0	0	0	0	259 1131
05:35:00 PM	0	90	0	0	0	0	0	0	0	0	0	0	0	0	0	0	285 1148
05:40:00 PM	0	95	0	0	0	0	0	0	0	0	0	0	0	0	0	0	276 1117
05:45:00 PM	0	80	0	0	0	0	0	0	0	0	0	0	0	0	0	0	265 1091
05:50:00 PM	0	77	0	0	0	0	0	0	0	0	0	0	0	0	0	0	252 1069
05:55:00 PM	0	83	0	0	0	0	0	0	2	0	0	0	0	0	0	0	242 1068

# K-D-N

## KEY DATA NETWORK

Data Provided by K-D-N.com 503-594-4224

N/S street	SE Baker St
EW street	Walgreens Dwy
City, State	McMinnville OR
Site Notes	
Location	45.204704 - -123.198175
Start Date	Tuesday, July 10, 2018
Start Time	04:00:00 PM
Weather	
Study ID #	
Peak Hour Start	04:40:00 PM
Peak 15 Min Start	04:40:00 PM
PHF (15-Min Int)	0.85



Peak-Hour Volumes (PHV)																							
Northbound				Southbound				Eastbound				Westbound				Entering				Leaving			
Left	Thru	Right	Uturn	Left	Thru	Right	Uturn	Left	Thru	Right	Uturn	Left	Thru	Right	Uturn	NB	SB	EB	WB	NB	SB	EB	WB
37	1045	17	0	0	0	0	0	36	1	0	0	0	4	15	0	1099	0	37	19	0	1096	41	18
Percent Heavy Vehicles																							
2.7%	2.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	2.0%	0.0%	0.0%	0.0%	NaN	1.9%	2.4%	0.0%

PHV- Bicycles																PHV - Pedestrians					
Northbound				Southbound				Eastbound				Westbound					In Crosswalk				
Left	Thru	Right	Uturn	Left	Thru	Right	Uturn	Left	Thru	Right	Uturn	Left	Thru	Right	Uturn	Sum	NB	SB	EB	WB	Sum
0	0	0	0	0	0	0	0	0	1	0	0	0	2	0	0	3	4	0	5	10	19

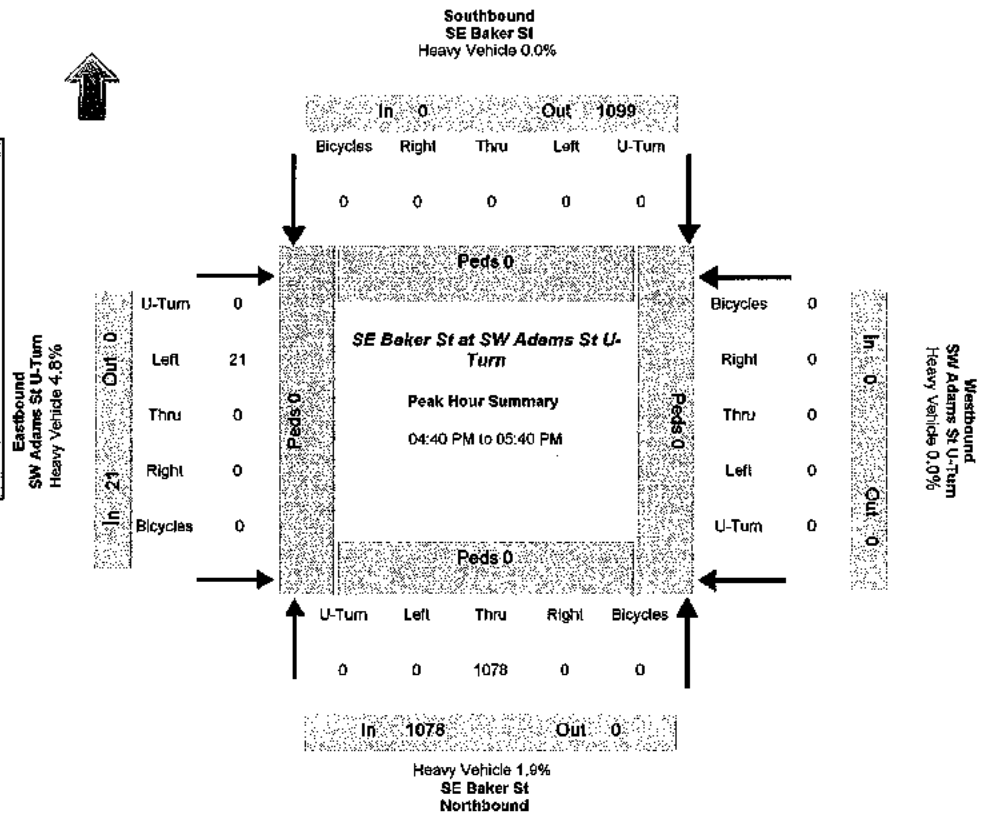
All Vehicle Volumes																		
Time	Northbound SE Baker St				Southbound SE Baker St				Eastbound Walgreens Dwy				Westbound S Cowls St				15 Min	1 HR
	Left	Thru	Right	Uturn	Left	Thru	Right	Uturn	Left	Thru	Right	Uturn	Left	Thru	Right	Uturn	Sum	Sum
04:00:00 PM	5	79	0	0	0	0	0	0	3	2	0	0	0	1	3	0		
04:05:00 PM	3	84	1	0	0	0	0	0	2	0	0	0	0	1	1	0		
04:10:00 PM	1	71	0	0	0	0	0	0	4	1	0	0	0	0	1	0	263	
04:15:00 PM	1	86	0	0	0	0	0	0	4	0	0	0	0	0	1	0	262	
04:20:00 PM	1	102	0	0	0	0	0	0	1	0	0	0	0	0	0	0	274	
04:25:00 PM	0	78	1	0	0	0	0	0	2	1	0	0	0	0	2	0	280	
04:30:00 PM	0	61	0	0	0	0	0	0	0	0	0	0	0	0	1	0	250	
04:35:00 PM	1	69	0	0	0	0	0	0	1	0	0	0	0	0	1	0	218	
04:40:00 PM	2	122	1	0	0	0	0	0	2	0	0	0	0	1	0	0	262	
04:45:00 PM	5	105	1	0	0	0	0	0	0	0	0	0	0	0	1	0	312	
04:50:00 PM	1	88	1	0	0	0	0	0	4	1	0	0	0	0	0	0	335	
04:55:00 PM	1	86	3	0	0	0	0	0	3	0	0	0	0	2	2	0	304	1109
05:00:00 PM	3	86	3	0	0	0	0	0	2	0	0	0	0	0	1	0	287	1111
05:05:00 PM	4	63	2	0	0	0	0	0	3	0	0	0	0	0	1	0	265	1092
05:10:00 PM	5	92	2	0	0	0	0	0	4	0	0	0	0	0	1	0	272	1118
05:15:00 PM	2	68	2	0	0	0	0	0	7	0	0	0	0	0	1	0	277	1126
05:20:00 PM	6	81	2	0	0	0	0	0	2	0	0	0	0	0	1	0	296	1114
05:25:00 PM	1	74	0	0	0	0	0	0	2	0	0	0	0	1	2	0	272	1110
05:30:00 PM	5	76	0	0	0	0	0	0	3	0	0	0	0	0	4	0	260	1136
05:35:00 PM	2	84	0	0	0	0	0	0	4	0	0	0	0	0	1	0	259	1155
05:40:00 PM	1	91	1	0	0	0	0	0	5	0	0	0	0	0	1	0	278	1126
05:45:00 PM	3	73	1	0	0	0	0	0	3	0	0	0	0	0	2	0	272	1098
05:50:00 PM	1	71	1	0	0	0	0	0	1	0	0	0	0	1	2	0	258	1078
05:55:00 PM	1	84	3	0	0	0	0	0	3	0	0	0	0	0	2	0	252	1074



# K-D-N

## KEY DATA NETWORK

Data Provided by K-D-N.com 503-594-9224	
N/S street	SE Baker St
E/W street	SW Adams St U-Turn
City, State	McMinnville OR
Site Notes	
Location	45.203626 - -123.199438
Start Date	Tuesday, July 10, 2018
Start Time	04:00:00 PM
Weather	
Study ID #	
Peak Hour Start	04:40:00 PM
Peak 15 Min Start	04:40:00 PM
RHF (15-Min Int)	0.84



Peak-Hour Volumes (PHV)																							
Northbound				Southbound				Eastbound				Westbound				Entering				Leaving			
Left	Thru	Right	Uturn	Left	Thru	Right	Uturn	Left	Thru	Right	Uturn	Left	Thru	Right	Uturn	NB	SB	EB	WB	NB	SB	EB	WB
0	1078	0	0	0	0	0	0	21	0	0	0	0	0	0	0	1078	0	21	0	0	1099	0	0
Percent Heavy Vehicles																							
0.0%	1.9%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	4.8%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	1.9%	0.0%	4.8%	0.0%	NaN	2.0%	NaN	0.0%

PHV- Bicycles																PHV - Pedestrians					
Northbound				Southbound				Eastbound				Westbound					In Crosswalk				
Left	Thru	Right	Uturn	Left	Thru	Right	Uturn	Left	Thru	Right	Uturn	Left	Thru	Right	Uturn	Sum	NB	SB	EB	WB	Sum
0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0

All Vehicle Volumes																	15 Min	1 HR
Time	Northbound SE Baker St				Southbound SE Baker St				Eastbound SW Adams St U-Turn				Westbound SW Adams St U-Turn				Sum	Sum
	Left	Thru	Right	Uturn	Left	Thru	Right	Uturn	Left	Thru	Right	Uturn	Left	Thru	Right	Uturn		
04:00:00 PM	0	83	0	0	0	0	0	0	1	0	0	0	0	0	0	0		
04:05:00 PM	0	86	0	0	0	0	0	0	2	0	0	0	0	0	0	0		
04:10:00 PM	0	72	0	0	0	0	0	0	0	0	0	0	0	0	0	0	244	
04:15:00 PM	0	85	0	0	0	0	0	0	2	0	0	0	0	0	0	0	247	
04:20:00 PM	0	103	0	0	0	0	0	0	0	0	0	0	0	0	0	0	262	
04:25:00 PM	0	77	0	0	0	0	0	0	2	0	0	0	0	0	0	0	269	
04:30:00 PM	0	60	0	0	0	0	0	0	1	0	0	0	0	0	0	0	243	
04:35:00 PM	0	66	0	0	0	0	0	0	4	0	0	0	0	0	0	0	210	
04:40:00 PM	0	123	0	0	0	0	0	0	2	0	0	0	0	0	0	0	255	
04:45:00 PM	0	110	0	0	0	0	0	0	1	0	0	0	0	0	0	0	305	
04:50:00 PM	0	89	0	0	0	0	0	0	1	0	0	0	0	0	0	0	326	
04:55:00 PM	0	85	0	0	0	0	0	0	5	0	0	0	0	0	0	0	291	1060
05:00:00 PM	0	90	0	0	0	0	0	0	2	0	0	0	0	0	0	0	272	1058
05:05:00 PM	0	67	0	0	0	0	0	0	2	0	0	0	0	0	0	0	251	1049
05:10:00 PM	0	97	0	0	0	0	0	0	2	0	0	0	0	0	0	0	260	1076
05:15:00 PM	0	92	0	0	0	0	0	0	0	0	0	0	0	0	0	0	260	1081
05:20:00 PM	0	87	0	0	0	0	0	0	2	0	0	0	0	0	0	0	280	1067
05:25:00 PM	0	75	0	0	0	0	0	0	0	0	0	0	0	0	0	0	256	1063
05:30:00 PM	0	80	0	0	0	0	0	0	1	0	0	0	0	0	0	0	245	1063
05:35:00 PM	0	83	0	0	0	0	0	0	3	0	0	0	0	0	0	0	242	1099
05:40:00 PM	0	92	0	0	0	0	0	0	1	0	0	0	0	0	0	0	260	1067
05:45:00 PM	0	77	0	0	0	0	0	0	0	0	0	0	0	0	0	0	256	1033
05:50:00 PM	0	73	0	0	0	0	0	0	0	0	0	0	0	0	0	0	243	1016
05:55:00 PM	0	88	0	0	0	0	0	0	0	0	0	0	0	0	0	0	238	1014

**Appendix C**

***30<sup>th</sup> Highest Hour Volumes (30 HV)/  
Seasonal Adjustment Worksheet***

## Weekday AM Peak Hour

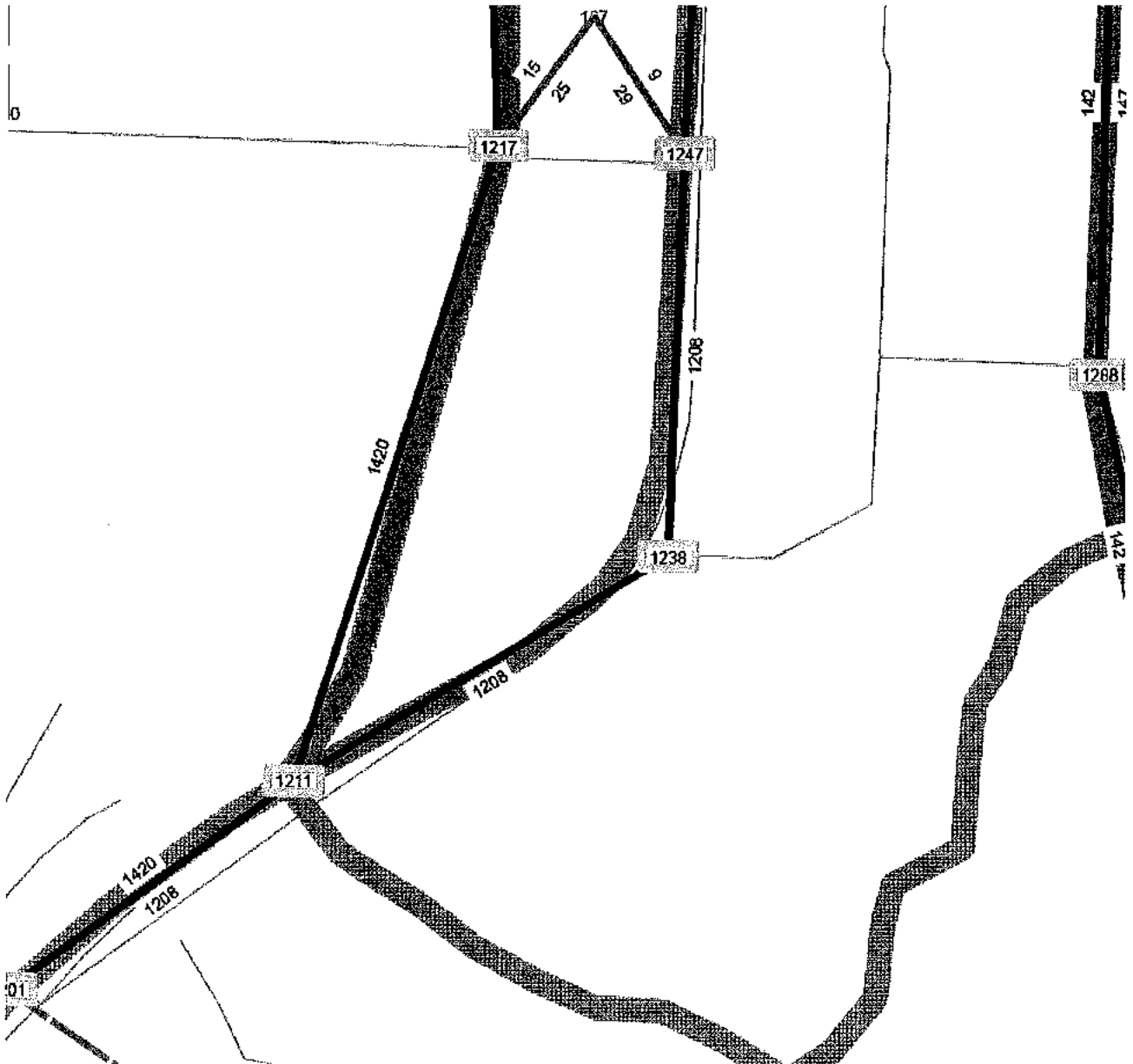
<b>Baker/Handley</b>												
Movement	SB RT	SB TH	SB LT	WB RT	WB TH	WB LT	NB RT	NB TH	NB LT	EB RT	EB TH	EB LT
2018 Existing Volumes (7/10/18)	0	0	0	0	0	0	0	877	4	0	0	9
Count Date Seasonal Factor	0.9214	0.9214	0.9214	0.9214	0.9214	0.9214	0.9214	0.9214	0.9214	0.9214	0.9214	0.9214
Peak Period Seasonal Factor	0.9037	0.9037	0.9037	0.9037	0.9037	0.9037	0.9037	0.9037	0.9037	0.9037	0.9037	0.9037
Count Date Seasonal Factor / Peak Period Seasonal Factor	1.0196	1.0196	1.0196	1.0196	1.0196	1.0196	1.0196	1.0196	1.0196	1.0196	1.0196	1.0196
2018 30th Highest Hour Volume	0	0	0	0	0	0	0	894	4	0	0	9
<b>Baker/Cowls</b>												
Movement	SB RT	SB TH	SB LT	WB RT	WB TH	WB LT	NB RT	NB TH	NB LT	EB RT	EB TH	EB LT
2018 Existing Volumes (7/10/18)	0	0	0	10	4	0	6	884	7	0	0	5
Count Date Seasonal Factor	0.9214	0.9214	0.9214	0.9214	0.9214	0.9214	0.9214	0.9214	0.9214	0.9214	0.9214	0.9214
Peak Period Seasonal Factor	0.9037	0.9037	0.9037	0.9037	0.9037	0.9037	0.9037	0.9037	0.9037	0.9037	0.9037	0.9037
Count Date Seasonal Factor / Peak Period Seasonal Factor	1.0196	1.0196	1.0196	1.0196	1.0196	1.0196	1.0196	1.0196	1.0196	1.0196	1.0196	1.0196
2018 30th Highest Hour Volume	0	0	0	10	4	0	6	901	7	0	0	5
<b>Baker/Adams U-turn</b>												
Movement	SB RT	SB TH	SB LT	WB RT	WB TH	WB LT	NB RT	NB TH	NB LT	EB RT	EB TH	EB LT
2018 Existing Volumes (7/10/18)	0	0	0	0	0	0	0	877	0	0	0	20
Count Date Seasonal Factor	0.9214	0.9214	0.9214	0.9214	0.9214	0.9214	0.9214	0.9214	0.9214	0.9214	0.9214	0.9214
Peak Period Seasonal Factor	0.9037	0.9037	0.9037	0.9037	0.9037	0.9037	0.9037	0.9037	0.9037	0.9037	0.9037	0.9037
Count Date Seasonal Factor / Peak Period Seasonal Factor	1.0196	1.0196	1.0196	1.0196	1.0196	1.0196	1.0196	1.0196	1.0196	1.0196	1.0196	1.0196
2018 30th Highest Hour Volume	0	0	0	0	0	0	0	894	0	0	0	20

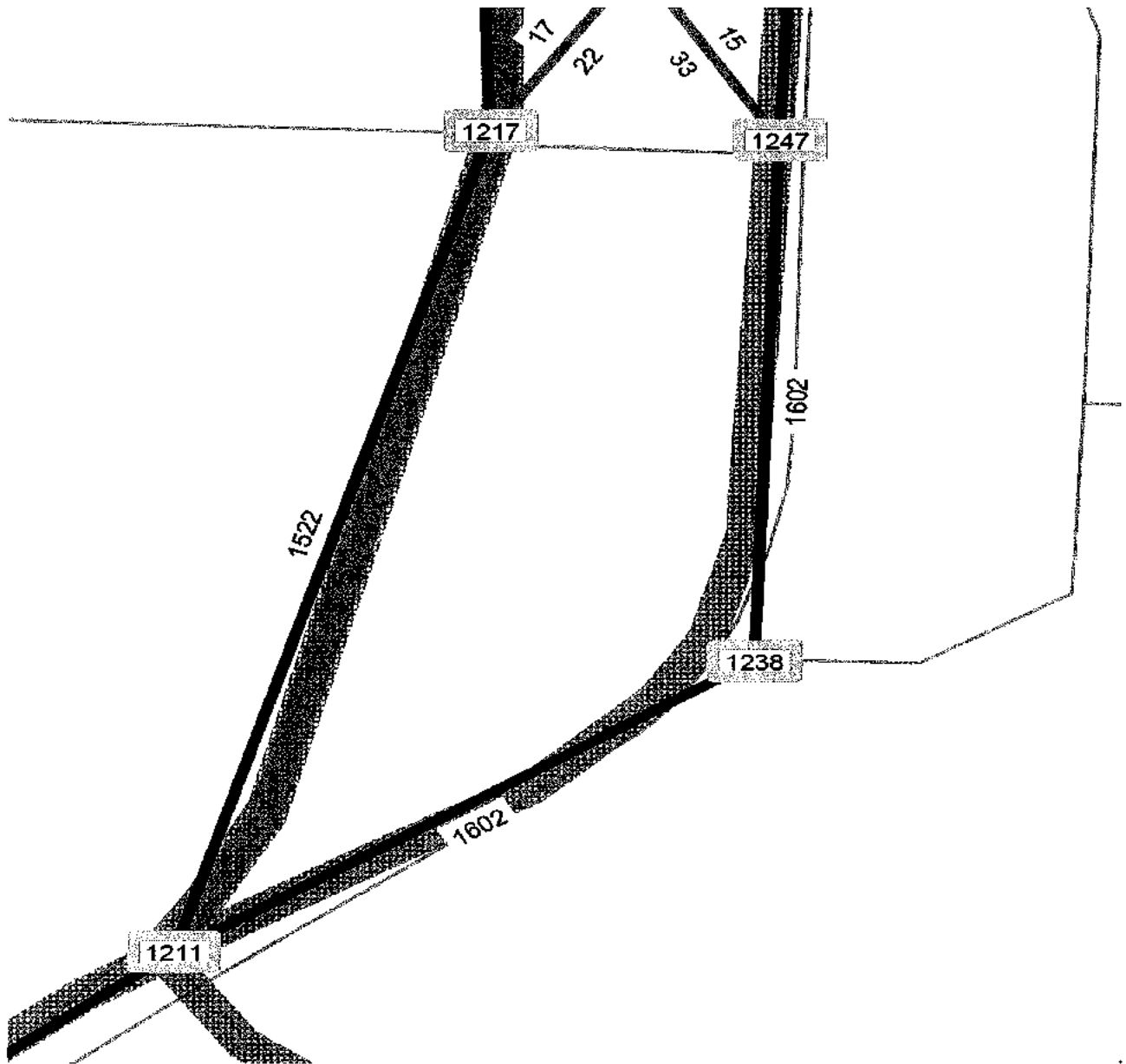
## Weekday PM Peak Hour

<b>Baker/Handley</b>												
Movement	SB RT	SB TH	SB LT	WB RT	WB TH	WB LT	NB RT	NB TH	NB LT	EB RT	EB TH	EB LT
2018 Existing Volumes (7/10/18)	0	0	0	0	0	0	0	1125	9	0	0	14
Count Date Seasonal Factor	0.9214	0.9214	0.9214	0.9214	0.9214	0.9214	0.9214	0.9214	0.9214	0.9214	0.9214	0.9214
Peak Period Seasonal Factor	0.9037	0.9037	0.9037	0.9037	0.9037	0.9037	0.9037	0.9037	0.9037	0.9037	0.9037	0.9037
Count Date Seasonal Factor / Peak Period Seasonal Factor	1.0196	1.0196	1.0196	1.0196	1.0196	1.0196	1.0196	1.0196	1.0196	1.0196	1.0196	1.0196
2018 30th Highest Hour Volume	0	0	0	0	0	0	0	1147	9	0	0	14
<b>Baker/Cowls</b>												
Movement	SB RT	SB TH	SB LT	WB RT	WB TH	WB LT	NB RT	NB TH	NB LT	EB RT	EB TH	EB LT
2018 Existing Volumes (7/10/18)	0	0	0	15	4	0	17	1046	37	0	1	36
Count Date Seasonal Factor	0.9214	0.9214	0.9214	0.9214	0.9214	0.9214	0.9214	0.9214	0.9214	0.9214	0.9214	0.9214
Peak Period Seasonal Factor	0.9037	0.9037	0.9037	0.9037	0.9037	0.9037	0.9037	0.9037	0.9037	0.9037	0.9037	0.9037
Count Date Seasonal Factor / Peak Period Seasonal Factor	1.0196	1.0196	1.0196	1.0196	1.0196	1.0196	1.0196	1.0196	1.0196	1.0196	1.0196	1.0196
2018 30th Highest Hour Volume	0	0	0	15	4	0	17	1065	38	0	1	37
<b>Baker/Adams U-turn</b>												
Movement	SB RT	SB TH	SB LT	WB RT	WB TH	WB LT	NB RT	NB TH	NB LT	EB RT	EB TH	EB LT
2018 Existing Volumes (7/10/18)	0	0	0	0	0	0	0	1078	0	0	0	21
Count Date Seasonal Factor	0.9214	0.9214	0.9214	0.9214	0.9214	0.9214	0.9214	0.9214	0.9214	0.9214	0.9214	0.9214
Peak Period Seasonal Factor	0.9037	0.9037	0.9037	0.9037	0.9037	0.9037	0.9037	0.9037	0.9037	0.9037	0.9037	0.9037
Count Date Seasonal Factor / Peak Period Seasonal Factor	1.0196	1.0196	1.0196	1.0196	1.0196	1.0196	1.0196	1.0196	1.0196	1.0196	1.0196	1.0196
2018 30th Highest Hour Volume	0	0	0	0	0	0	0	1099	0	0	0	21

**Appendix D**

***ODOT Travel Demand Model Output Sheets***





**Appendix E**

***2023 Background & Total Traffic Volumes***

## Weekday AM Peak Hour

### Baker/Handley

Link	Existing	2003 Model	2023 Model	Annual Growth Rate	Base Adjust to Existing Year	Future Adjust to Project Year	Difference Method	Growth Method	% Difference	Selected Method	Rounded	Intersection Annual Growth
WB	0	0	0	#DIV/0!	#DIV/0!	0	0	#DIV/0!	#DIV/0!	#DIV/0!	0	None
SB	0	0	0	#DIV/0!	#DIV/0!	0	0	#DIV/0!	#DIV/0!	#DIV/0!	0	None
EB	9	0	0	#DIV/0!	#DIV/0!	0	9	#DIV/0!	#DIV/0!	9.758187	10	Exponential Growth based on Annual Growth Rate
NB	881	0	0	#DIV/0!	#DIV/0!	0	881	#DIV/0!	#DIV/0!	955.218	960	Exponential Growth based on Annual Growth Rate
Sum			0									

Turning Volumes	EBLT	EBTH	EBRT	WBLT	WBTH	WBRT	NBLT	NBTH	NBRT	SBLT	SBTH	SBRT
Existing	9	0	0	0	0	0	4	877	0	0	0	0
Approach Vol			9						881			
% of movement	1.000	0.000	0.000	#DIV/0!	#DIV/0!	#DIV/0!	0.005	0.995	0.000	#DIV/0!	#DIV/0!	#DIV/0!
PP Link Vol			10						960			
Subtotal	10	0	0	#DIV/0!	#DIV/0!	#DIV/0!	4	956	0	#DIV/0!	#DIV/0!	#DIV/0!
Rounded	10	0	0	0	0	0	5	960	0	0	0	0
Existing Zoning Adjustment							7	14				
2023 BG Volume	10	0	0	0	0	0	12	974	0	0	0	0
Net New Site Gen												
2023 Total Volume	10	0	0	0	0	0	5	960	0	0	0	0

### Baker/Cow's

Link	Existing	2003 Model	2023 Model	Annual Growth Rate	Base Adjust to Existing Year	Future Adjust to Project Year	Difference Method	Growth Method	% Difference	Selected Method	Rounded	Intersection Annual Growth
WB	14	0	45	#DIV/0!	#DIV/0!	45	59	#DIV/0!	#DIV/0!	15.1784	20	Exponential Growth based on Annual Growth Rate
SB	0	0	10	#DIV/0!	#DIV/0!	10	10	#DIV/0!	#DIV/0!	#DIV/0!	0	None
EB	5	0	160	#DIV/0!	#DIV/0!	160	165	#DIV/0!	#DIV/0!	5.421215	10	Exponential Growth based on Annual Growth Rate
NB	897	0	5	#DIV/0!	#DIV/0!	5	902	#DIV/0!	#DIV/0!	972.5659	975	Exponential Growth based on Annual Growth Rate
Sum											1005	

Turning Volumes	EBLT	EBTH	EBRT	WBLT	WBTH	WBRT	NBLT	NBTH	NBRT	SBLT	SBTH	SBRT
Existing	5	0	0	0	0	4	10	7	884	6	0	0
Approach Vol			5						897			
% of movement	1.000	0.000	0.000	0.000	0.286	0.714	0.006	0.996	0.007	#DIV/0!	#DIV/0!	#DIV/0!
PP Link Vol			10						975			
Subtotal	10	0	0	0	6	14	8	961	7	#DIV/0!	#DIV/0!	#DIV/0!
Rounded	10	0	0	0	10	15	10	965	10	0	0	0
Existing Zoning Adjustment						21			7			
2023 BG Volume	10	0	0	0	10	36	10	965	17	0	0	0
Net New Site Gen									53			
2023 Total Volume	10	0	0	0	10	15	10	965	63	0	0	0

### Baker/Adams Uturn

Link	Existing	2003 Model	2023 Model	Annual Growth Rate	Base Adjust to Existing Year	Future Adjust to Project Year	Difference Method	Growth Method	% Difference	Selected Method	Rounded	Intersection Annual Growth
WB	0	0	45	#DIV/0!	#DIV/0!	45	45	#DIV/0!	#DIV/0!	#DIV/0!	0	None
SB	0	0	10	#DIV/0!	#DIV/0!	10	10	#DIV/0!	#DIV/0!	#DIV/0!	0	None
EB	20	0	160	#DIV/0!	#DIV/0!	160	180	#DIV/0!	#DIV/0!	21.68486	25	Exponential Growth based on Annual Growth Rate
NB	845	0	5	#DIV/0!	#DIV/0!	5	850	#DIV/0!	#DIV/0!	916.1853	920	Exponential Growth based on Annual Growth Rate
Sum			0								945	

Turning Volumes	EBLT	EBTH	EBRT	WBLT	WBTH	WBRT	NBLT	NBTH	NBRT	SBLT	SBTH	SBRT
Existing	20	0	0	0	0	0	0	877	0	0	0	0
Approach Vol			20						877			
% of movement	1.000	0.000	0.000	#DIV/0!	#DIV/0!	#DIV/0!	0.000	1.000	0.000	#DIV/0!	#DIV/0!	#DIV/0!
PP Link Vol			25						920			
Subtotal	25	0	0	#DIV/0!	#DIV/0!	#DIV/0!	0	920	0	#DIV/0!	#DIV/0!	#DIV/0!
Rounded	25	0	0	0	0	0	0	920	0	0	0	0
Existing Zoning Adjustment	5							2				
2023 BG Volume	30	0	0	0	0	0	0	922	0	0	0	0
Net New Site Gen	28							25				
2023 Total Volume	53	0	0	0	0	0	0	945	0	0	0	0



## Weekday PM Peak Hour

### Baker/Handley

Link	Existing	2003 Model	2023 Model	Annual Growth Rate	Base Adjust to Existing Year	Future Adjust to Project Year	Difference Method	Growth Method	% Difference	Selected Method	Rounded	Intersection Annual Growth
WB	0	0	0	#DIV/0!	#DIV/0!	0	0	#DIV/0!	#DIV/0!	#DIV/0!	0	None
SB	0	0	0	#DIV/0!	#DIV/0!	0	0	#DIV/0!	#DIV/0!	#DIV/0!	0	None
EB	14	0	0	#DIV/0!	#DIV/0!	0	0	#DIV/0!	#DIV/0!	15.1794	20	Exponential Growth based on Annual Growth Rate
NB	1134	1208	1602	1.018	1540	1602	1528	1517	-0.725	1522.5	1525	Average
Sum											1545	

Turning Volumes	EBLT	EBTH	EBRT	WBLT	WBTH	WBRT	NBLT	NBTH	NBRT	SBLT	SBTH	SBRT
Existing	14	0	0	0	0	0	9	1125	0	0	0	0
Approach Vol			14						1134			0
% of movement	1.000	0.000	0.000	#DIV/0!	#DIV/0!	#DIV/0!	0.008	0.992	0.000	#DIV/0!	#DIV/0!	#DIV/0!
PP Link Vol			20						1525			0
Subtotal	20	0	0	#DIV/0!	#DIV/0!	#DIV/0!	12	1613	0	#DIV/0!	#DIV/0!	#DIV/0!
Rounded	20	0	0	0	0	0	15	1515	0	0	0	0
Existing Zoning Adjustment							4	9				
2023 BG Volume	20	0	0	0	0	0	19	1524	0	0	0	0
Net New Site Gen							16	18				
2023 Total Volume	20	0	0	0	0	0	31	1533	0	0	0	0

### Baker/Cowls

Link	Existing	2003 Model	2023 Model	Annual Growth Rate	Base Adjust to Existing Year	Future Adjust to Project Year	Difference Method	Growth Method	% Difference	Selected Method	Rounded	Intersection Annual Growth
WB	19	0	0	#DIV/0!	#DIV/0!	0	19	#DIV/0!	#DIV/0!	20.60062	25	Exponential Growth based on Annual Growth Rate
SB	0	0	0	#DIV/0!	#DIV/0!	0	0	#DIV/0!	#DIV/0!	0	0	None
EB	37	0	0	#DIV/0!	#DIV/0!	0	37	#DIV/0!	#DIV/0!	40.11699	45	Exponential Growth based on Annual Growth Rate
NB	1099	1208	1602	1.018	1540	1602	1489	1470	-1.565	1481.5	1485	Average
Sum											1555	

Turning Volumes	EBLT	EBTH	EBRT	WBLT	WBTH	WBRT	NBLT	NBTH	NBRT	SBLT	SBTH	SBRT
Existing	38	1	0	0	4	15	37	1045	17	0	0	0
Approach Vol			37						1099			0
% of movement	0.973	0.027	0.000	0.000	0.211	0.788	0.034	0.951	0.015	#DIV/0!	#DIV/0!	#DIV/0!
PP Link Vol			45						1485			0
Subtotal	44	1	0	0	5	20	50	1412	23	#DIV/0!	#DIV/0!	#DIV/0!
Rounded	45	5	0	0	5	20	50	1415	25	0	0	0
Existing Zoning Adjustment							13		22			
2023 BG Volume	45	5	0	0	5	33	50	1415	47	0	0	0
Net New Site Gen						34						
2023 Total Volume	45	5	0	0	5	54	50	1415	25	0	0	0

### Baker/Adams Uturn

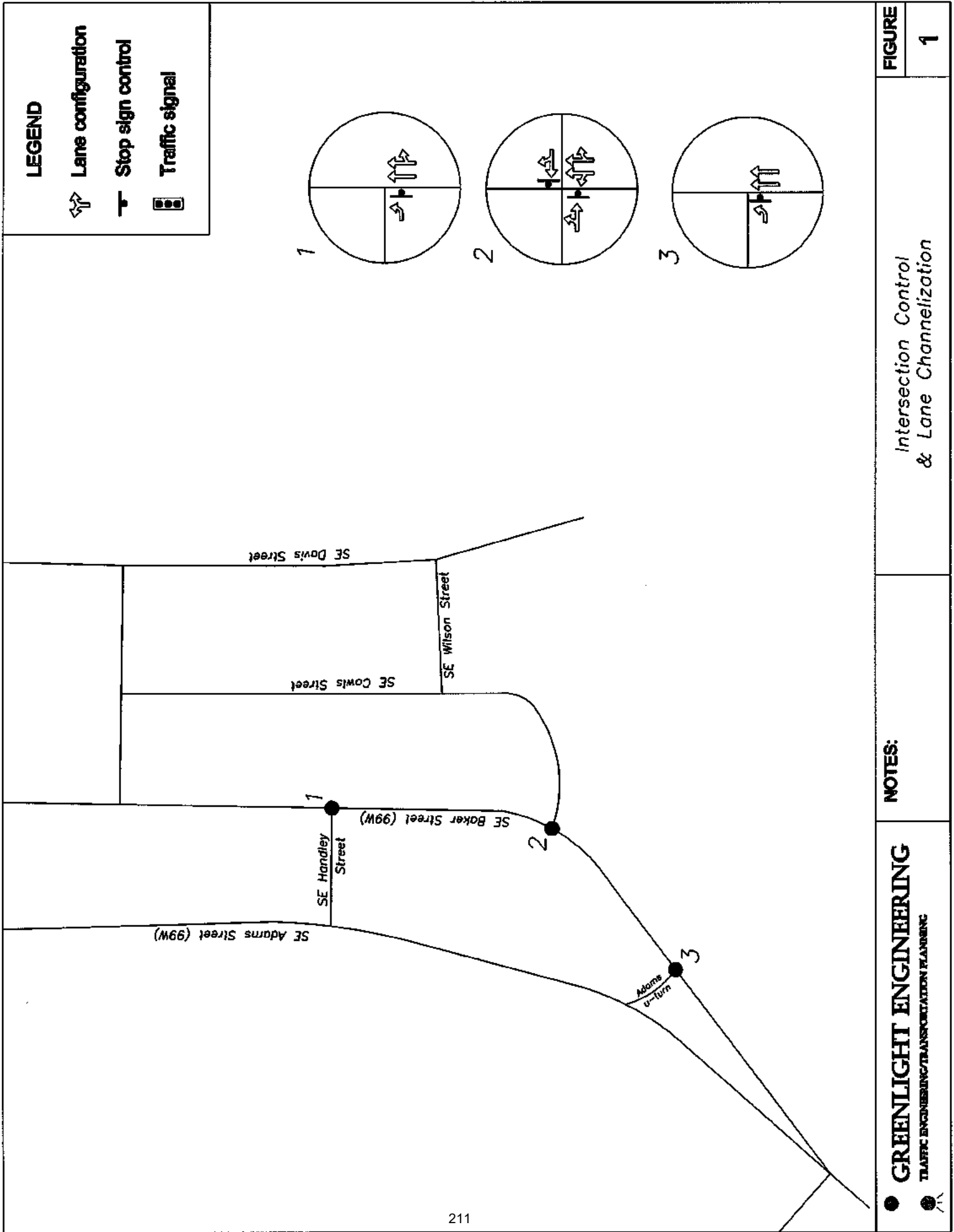
Link	Existing	2003 Model	2023 Model	Annual Growth Rate	Base Adjust to Existing Year	Future Adjust to Project Year	Difference Method	Growth Method	% Difference	Selected Method	Rounded	Intersection Annual Growth
WB	0	0	45	#DIV/0!	#DIV/0!	45	45	#DIV/0!	#DIV/0!	0	0	None
SB	0	0	10	#DIV/0!	#DIV/0!	10	10	#DIV/0!	#DIV/0!	0	0	None
EB	21	0	160	#DIV/0!	#DIV/0!	160	181	#DIV/0!	#DIV/0!	22.7881	25	Exponential Growth based on Annual Growth Rate
NB	1078	1208	1602	1.016	1540	1602	1472	1442	-2.080	1457	1460	Average
Sum			1208								1485	

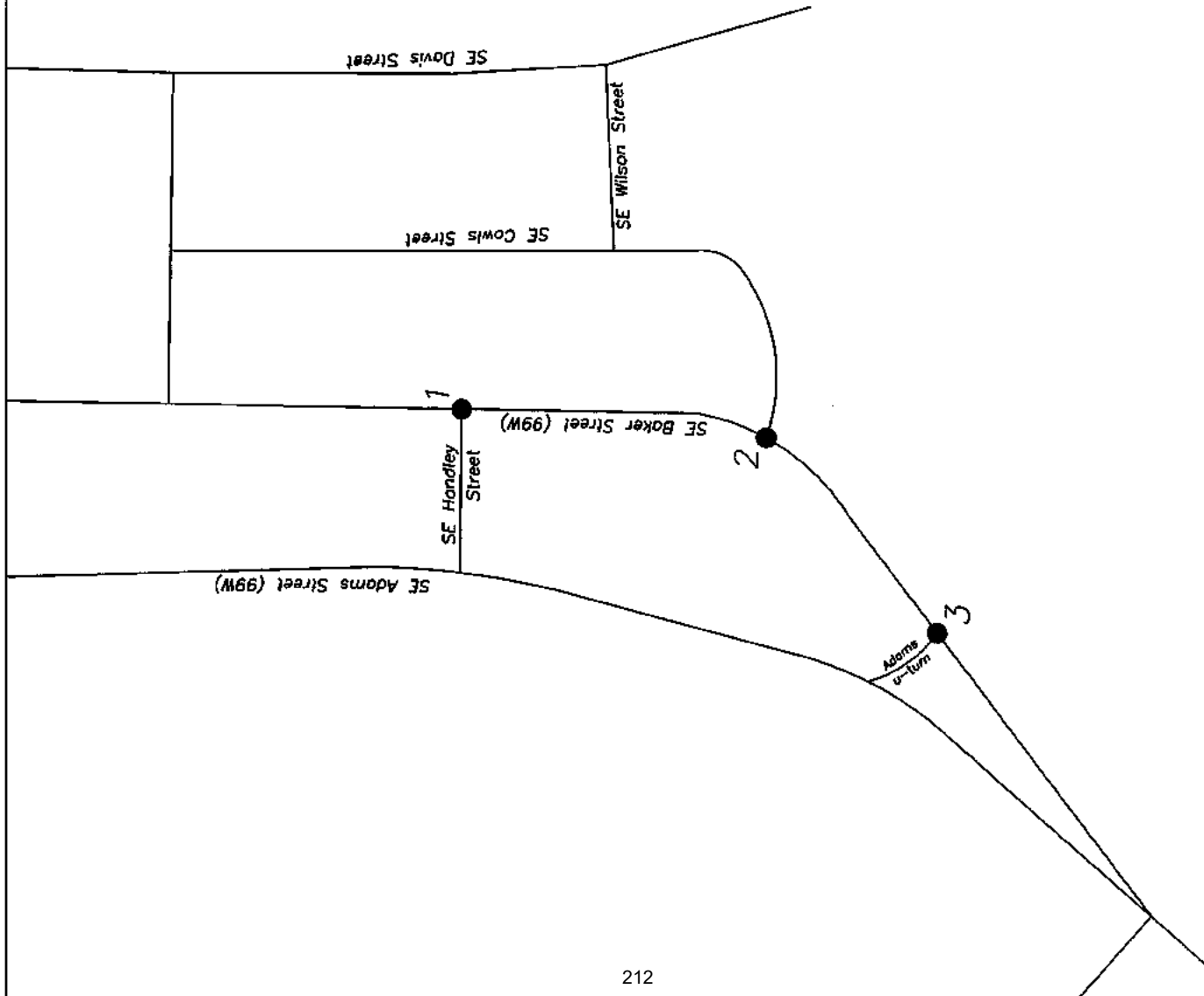
Turning Volumes	EBLT	EBTH	EBRT	WBLT	WBTH	WBRT	NBLT	NBTH	NBRT	SBLT	SBTH	SBRT
Existing	21	0	0	0	0	0	0	1078	0	0	0	0
Approach Vol			21						1078			0
% of movement	1.000	0.000	0.000	#DIV/0!	#DIV/0!	#DIV/0!	0.000	1.000	0.000	#DIV/0!	#DIV/0!	#DIV/0!
PP Link Vol			22.788						1457			0
Subtotal	23	0	0	#DIV/0!	#DIV/0!	#DIV/0!	0	1457	0	#DIV/0!	#DIV/0!	#DIV/0!
Rounded	25	0	0	0	0	0	0	1460	0	0	0	0
Existing Zoning Adjustment	15							7				
2023 BG Volume	40	0	0	0	0	0	0	1467	0	0	0	0
Net New Site Gen												
2023 Total Volume	25	0	0	0	0	0	0	1460	0	0	0	0

\*Growth rate derived from 99W 2003 and 2023 ODOT transportation model volumes

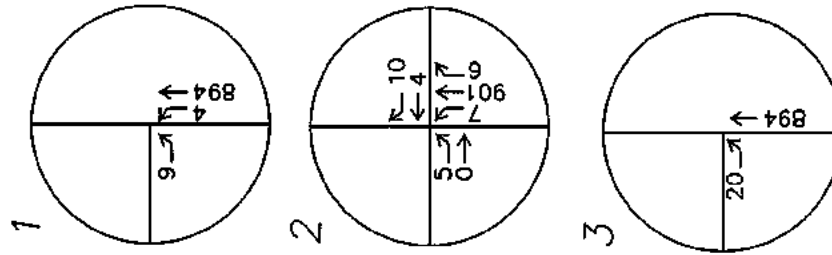
**Appendix F**

***Traffic Flow Figures***

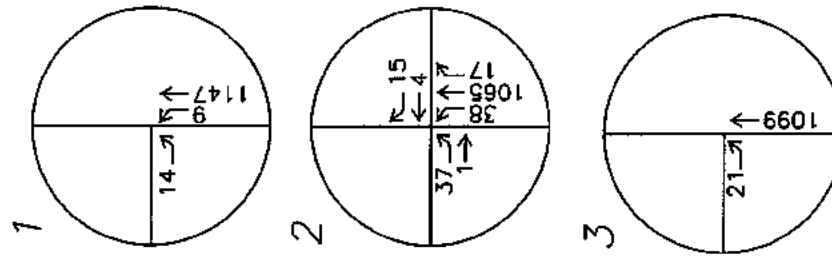




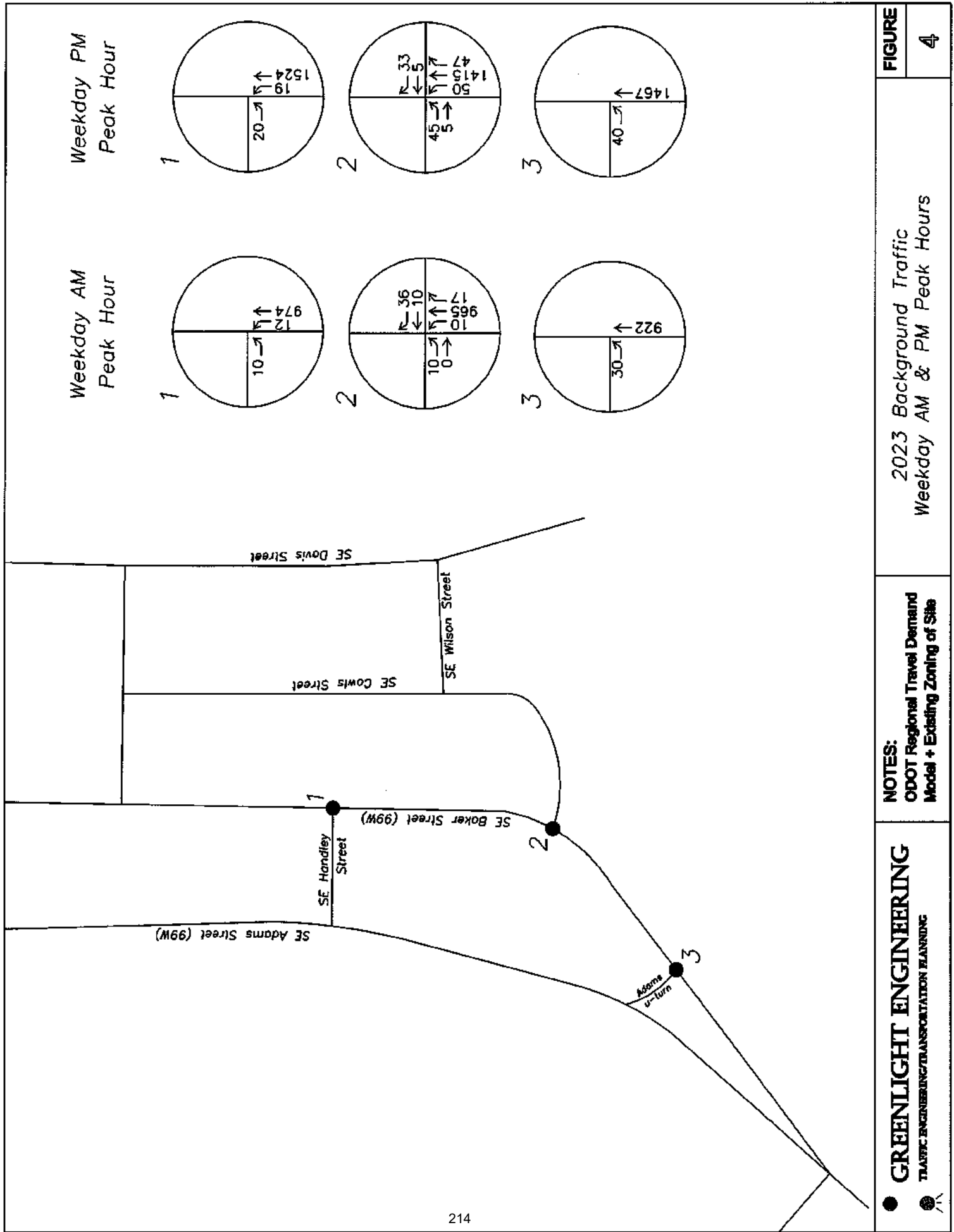
Weekday AM  
Peak Hour

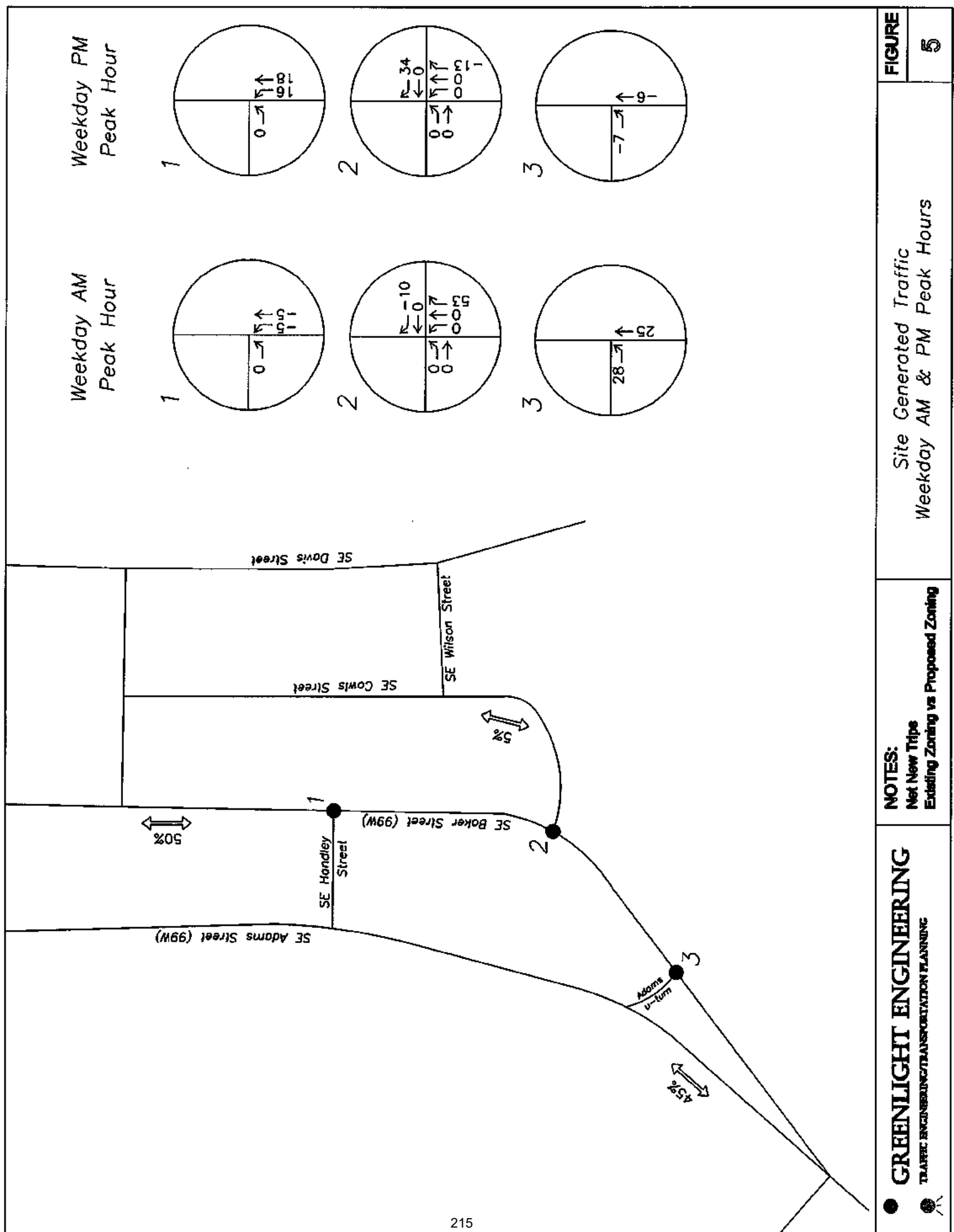


Weekday PM  
Peak Hour







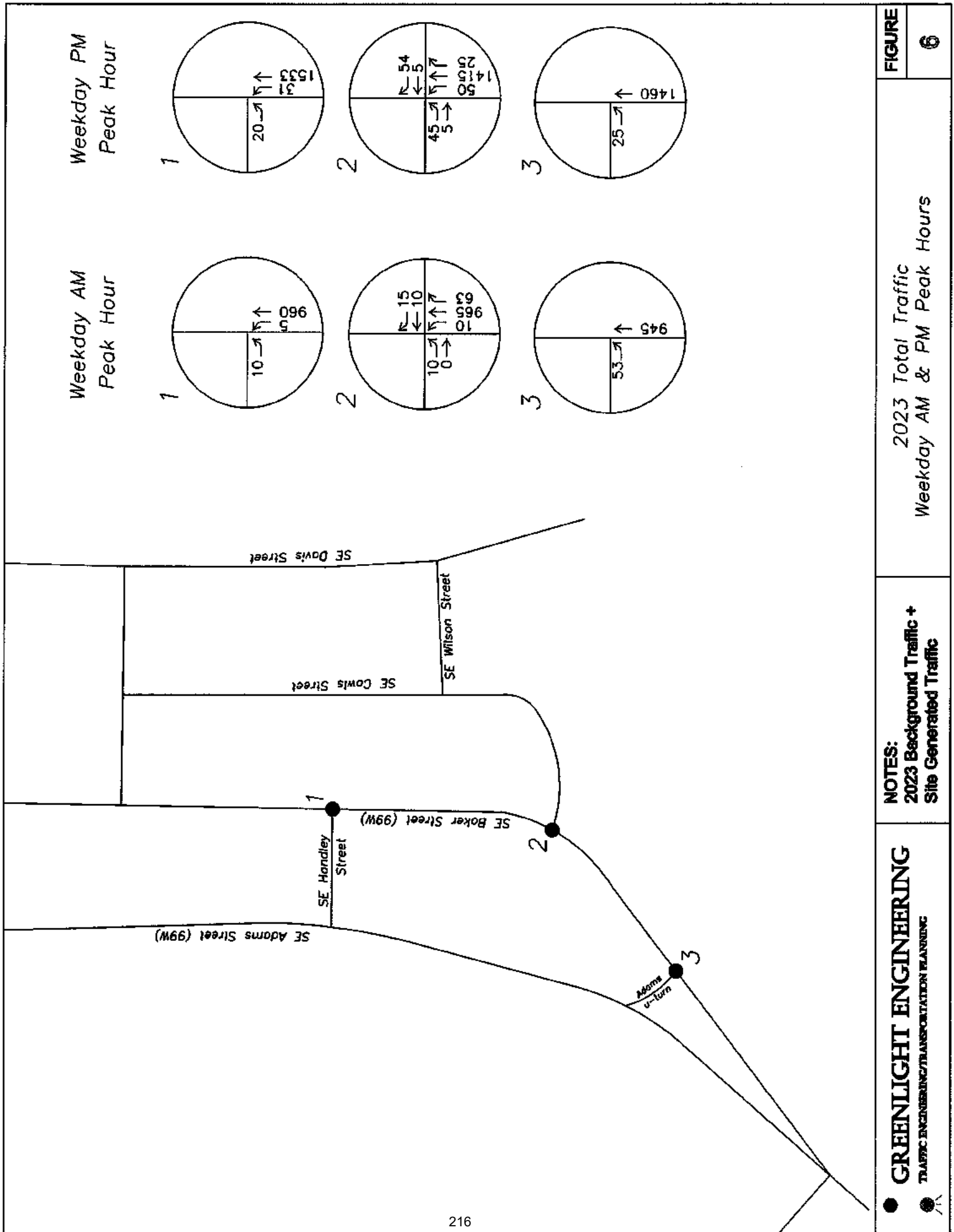


**FIGURE**  
**5**

**Site Generated Traffic**  
**Weekday AM & PM Peak Hours**

**NOTES:**  
Net New Trips  
Existing Zoning vs Proposed Zoning

**GREENLIGHT ENGINEERING**  
TRAFFIC ENGINEERING/TRANSPORTATION PLANNING





**Appendix G**

***Synchro Intersection Capacity  
Analysis Report Outputs***

HCM 2010 TWSC  
4: SE Baker St & Se Handley St

08/06/2018

Intersection

Int Delay, s/veh 0.1

Approach

	EB	WB	NB	SB	EB	WB
Lane Configurations	1	1	1	1	1	1
Traffic Vol, veh/h	9	0	4	894	0	0
Future Vol, veh/h	9	0	4	894	0	0
Conflicting Peds, #/hr	2	0	4	0	0	0
Sign Control	Stop	Stop	Free	Free	Stop	Stop
RT Channelized	-	None	-	None	-	None
Storage Length	0	-	-	-	-	-
Veh in Median Storage, #	0	-	-	0	-	-
Grade, %	0	-	-	0	0	-
Peak Hour Factor	81	81	81	81	81	81
Heavy Vehicles, %	0	0	6	6	0	0
Mvmt Flow	11	0	5	1104	0	0

Major Minor

	Major	Minor	Major	Minor
Conflicting Flow All	568	-	4	0
Stage 1	4	-	-	-
Stage 2	564	-	-	-
Critical Hdwy	6.8	-	4.22	-
Critical Hdwy Stg 1	-	-	-	-
Critical Hdwy Stg 2	5.8	-	-	-
Follow-up Hdwy	3.5	-	2.26	-
Pot Cap-1 Maneuver	458	0	1587	-
Stage 1	-	0	-	-
Stage 2	539	0	-	-
Platoon blocked, %	-	-	-	-
Mov Cap-1 Maneuver	451	-	1581	-
Mov Cap-2 Maneuver	451	-	-	-
Stage 1	-	-	-	-
Stage 2	537	-	-	-

Approach

	EB	WB
HCM Control Delay, s	13.2	0
HCM LOS	B	

Minor Lane Approach

	NB	SB
Capacity (veh/h)	1581	451
HCM Lane V/C Ratio	0.003	0.025
HCM Control Delay (s)	7.3	13.2
HCM Lane LOS	A	B
HCM 95th %tile Q(veh)	0	0.1

Intersection													
Int Delay, s/veh	0.5												
Movement													
Lane Configurations	EB		WB		NB		SB		EB		WB		
Traffic Vol, veh/h	5	0	0	0	4	10	7	901	6	0	0	0	
Future Vol, veh/h	5	0	0	0	4	10	7	901	6	0	0	0	
Conflicting Peds, #/hr	0	0	0	0	0	0	1	0	3	0	0	0	
Sign Control	Stop	Stop	Stop	Stop	Stop	Stop	Free	Free	Free	Stop	Stop	Stop	
RT Channelized	-	-	None	-	-	None	-	-	None	-	-	None	
Storage Length	-	-	-	-	-	-	-	-	-	-	-	-	
Veh in Median Storage, #	-	0	-	-	0	-	-	0	-	-	-	-	
Grade, %	-	0	-	-	0	-	-	0	-	-	0	-	
Peak Hour Factor	78	78	78	78	78	78	78	78	78	78	78	78	
Heavy Vehicles, %	0	0	0	7	7	7	6	6	6	2	2	2	
Mvmt Flow	6	0	0	0	5	13	9	1155	8	0	0	0	

Driveway									
Conflicting Flow All	599	1185	-	-	1181	585	1	0	0
Stage 1	1	1	-	-	1180	-	-	-	-
Stage 2	598	1184	-	-	1	-	-	-	-
Critical Hdwy	7.5	6.5	-	-	6.64	7.04	4.22	-	-
Critical Hdwy Stg 1	-	-	-	-	5.64	-	-	-	-
Critical Hdwy Stg 2	6.5	5.5	-	-	-	-	-	-	-
Follow-up Hdwy	3.5	4	-	-	4.07	3.37	2.26	-	-
Pot Cap-1 Maneuver	390	191	0	0	181	442	1592	-	-
Stage 1	-	-	0	0	252	-	-	-	-
Stage 2	461	265	0	0	-	-	-	-	-
Platoon blocked, %	-	-	-	-	-	-	-	-	-
Mov Cap-1 Maneuver	365	187	-	-	177	441	1590	-	-
Mov Cap-2 Maneuver	365	187	-	-	177	-	-	-	-
Stage 1	-	-	-	-	247	-	-	-	-
Stage 2	431	260	-	-	-	-	-	-	-

HCM			
HCM Control Delay, s	15	17.4	0.2
HCM LOS	C	C	

Minor Driveway Movmt				
Capacity (veh/h)	1590	-	365	309
HCM Lane V/C Ratio	0.006	-	0.018	0.058
HCM Control Delay (s)	7.3	0.1	15	17.4
HCM Lane LOS	A	A	C	C
HCM 95th %ile Q(veh)	0	-	0.1	0.2

HCM 2010 TWSC  
10: SE Baker St & SE Adams U Turn

08/06/2018

Intersection						
Int Delay, s/veh	0.3					

Movement						
Lane Configurations	↓			↑↑		
Traffic Vol, veh/h	20	0	0	894	0	0
Future Vol, veh/h	20	0	0	894	0	0
Conflicting Peds, #/hr	0	0	0	0	0	0
Sign Control	Stop	Stop	Free	Free	Stop	Stop
RT Channelized	-	None	-	None	-	None
Storage Length	0	-	-	-	-	-
Veh in Median Storage, #	0	-	-	0	-	-
Grade, %	0	-	-	0	0	-
Peak Hour Factor	80	80	80	80	80	80
Heavy Vehicles, %	5	2	2	6	2	2
Mvmt Flow	25	0	0	1118	0	0

Major Minor			
Conflicting Flow All	559	-	0
Stage 1	0	-	-
Stage 2	559	-	-
Critical Hdwy	6.9	-	-
Critical Hdwy Stg 1	-	-	-
Critical Hdwy Stg 2	5.9	-	-
Follow-up Hdwy	3.55	-	-
Pot Cap-1 Maneuver	452	0	0
Stage 1	-	0	0
Stage 2	528	0	0
Platoon blocked, %			-
Mov Cap-1 Maneuver	452	-	-
Mov Cap-2 Maneuver	452	-	-
Stage 1	-	-	-
Stage 2	528	-	-

Approach		
HCM Control Delay, s	13.4	0
HCM LOS	B	

Minor Lane Major Minor		Left	Thru	Right
Capacity (veh/h)	-	452		
HCM Lane V/C Ratio	-	0.055		
HCM Control Delay (s)	-	13.4		
HCM Lane LOS	-	B		
HCM 95th %ile Q(veh)	-	0.2		

Int Delay, s/veh	0.4
------------------	-----

Worksheet: 1000 - 44th - NEEL - PL - 1						
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Conflicting Flow All	705	-	25	0
Stage 1	25	-	-	-
Stage 2	680	-	-	-
Critical Hdwy	6.8	-	4.14	-
Critical Hdwy Stg 1	-	-	-	-
Critical Hdwy Stg 2	5.8	-	-	-
Follow-up Hdwy	3.5	-	2.22	-
Pot Cap-1 Maneuver	375	0	1588	-
Stage 1	-	0	-	-
Stage 2	470	0	-	-
Platoon blocked, %	-	-	-	-
Mov Cap-1 Maneuver	349	-	1550	-
Mov Cap-2 Maneuver	349	-	-	-
Stage 1	-	-	-	-
Stage 2	459	-	-	-

HCM Control Delay, s	15.8	0.2
HCM LOS	C	

Capacity (veh/h)	1550	-	349
HCM Lane V/C Ratio	0.007	-	0.046
HCM Control Delay (s)	7.3	0.1	15.8
HCM Lane LOS	A	A	C
HCM 95th %ile Q(veh)	0	-	0.1

Intersection

Int Delay, s/veh 1.4

Variable	EB	WB	SB	NB	WB	WB	NB	NB	EB	SB	SB	EB
Lane Configurations		1			1				1			
Traffic Vol, veh/h	37	1	0	0	4	15	38	1065	17	0	0	0
Future Vol, veh/h	37	1	0	0	4	15	38	1065	17	0	0	0
Conflicting Peds, #/hr	0	0	0	0	0	0	5	0	10	0	0	0
Sign Control	Stop	Stop	Stop	Stop	Stop	Stop	Free	Free	Free	Stop	Stop	Stop
RT Channelized	-	-	None	-	-	None	-	-	None	-	-	None
Storage Length	-	-	-	-	-	-	-	-	-	-	-	-
Veh in Median Storage, #	-	0	-	-	0	-	-	0	-	-	-	-
Grade, %	-	0	-	-	0	-	-	0	-	-	0	-
Peak Hour Factor	86	86	86	86	86	86	86	86	86	86	86	86
Heavy Vehicles, %	0	0	0	0	0	0	2	2	2	2	2	2
Mvmt Flow	43	1	0	0	5	17	44	1238	20	0	0	0

Variable	VR1	VR2	VR3	VR4	VR5	VR6	VR7	VR8	VR9	VR10	VR11	VR12
Conflicting Flow All	715	1361	-	-	1351	639	5	0	0	-	-	-
Stage 1	5	5	-	-	1346	-	-	-	-	-	-	-
Stage 2	710	1356	-	-	5	-	-	-	-	-	-	-
Critical Hdwy	7.5	6.5	-	-	6.5	6.9	4.14	-	-	-	-	-
Critical Hdwy Stg 1	-	-	-	-	5.5	-	-	-	-	-	-	-
Critical Hdwy Stg 2	6.5	5.5	-	-	-	-	-	-	-	-	-	-
Follow-up Hdwy	3.5	4	-	-	4	3.3	2.22	-	-	-	-	-
Pot Cap-1 Maneuver	322	150	0	0	152	424	1615	-	-	-	-	-
Stage 1	-	-	0	0	222	-	-	-	-	-	-	-
Stage 2	395	219	0	0	-	-	-	-	-	-	-	-
Platoon blocked, %	-	-	-	-	-	-	-	-	-	-	-	-
Mov Cap-1 Maneuver	278	134	-	-	136	420	1607	-	-	-	-	-
Mov Cap-2 Maneuver	278	134	-	-	136	-	-	-	-	-	-	-
Stage 1	-	-	-	-	200	-	-	-	-	-	-	-
Stage 2	336	197	-	-	-	-	-	-	-	-	-	-

Variable	EB	WB	NB
HCM Control Delay, s	20.9	18.3	0.5
HCM LOS	C	C	

Variable	VR1	VR2	VR3	VR4	VR5
Capacity (veh/h)	1607	-	-	270	292
HCM Lane V/C Ratio	0.027	-	-	0.164	0.076
HCM Control Delay (s)	7.3	0.3	-	20.9	18.3
HCM Lane LOS	A	A	-	C	C
HCM 95th %ile Q(veh)	0.1	-	-	0.6	0.2

Intersection						
Int Delay, s/veh	0.3					

Approach						
Lane Configurations	↖			↑↑		
Traffic Vol, veh/h	21	0	0	1099	0	0
Future Vol, veh/h	21	0	0	1099	0	0
Conflicting Peds, #/hr	0	0	0	0	0	0
Sign Control	Stop	Stop	Free	Free	Stop	Stop
RT Channelized	-	None	-	None	-	None
Storage Length	0	-	-	-	-	-
Veh in Median Storage, #	0	-	-	0	-	-
Grade, %	0	-	-	0	0	-
Peak Hour Factor	84	84	84	84	84	84
Heavy Vehicles, %	5	5	2	2	2	2
Mvmt Flow	25	0	0	1308	0	0

Approach			
Conflicting Flow All	654	-	-
Stage 1	0	-	-
Stage 2	654	-	-
Critical Hdwy	6.9	-	-
Critical Hdwy Stg 1	-	-	-
Critical Hdwy Stg 2	5.9	-	-
Follow-up Hdwy	3.55	-	-
Pot Cap-1 Maneuver	393	0	0
Stage 1	-	0	0
Stage 2	471	0	0
Platoon blocked, %			
Mov Cap-1 Maneuver	393	-	-
Mov Cap-2 Maneuver	393	-	-
Stage 1	-	-	-
Stage 2	471	-	-

Approach	
HCM Control Delay, s	14.8
HCM LOS	B

Approach	
Capacity (veh/h)	- 393
HCM Lane V/C Ratio	- 0.064
HCM Control Delay (s)	- 14.8
HCM Lane LOS	- B
HCM 95th %tile Q(veh)	- 0.2

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Intersection						
Int Delay, s/veh	0.4					

Movement	EB	WB	NB	SB	EB	WB
Lane Configurations	1		1	1		
Traffic Vol, veh/h	10	0	12	974	0	0
Future Vol, veh/h	10	0	12	974	0	0
Conflicting Peds, #/hr	2	0	4	0	0	0
Sign Control	Stop	Stop	Free	Free	Stop	Stop
RT Channelized	-	None	-	None	-	None
Storage Length	0	-	-	-	-	-
Veh in Median Storage, #	0	-	-	0	-	-
Grade, %	0	-	-	0	0	-
Peak Hour Factor	81	81	95	95	81	81
Heavy Vehicles, %	0	0	6	6	0	0
Mvmt Flow	12	0	13	1025	0	0

Movement	Wb	Wb	Wb	Wb
Conflicting Flow All	545	-	4	0
Stage 1	4	-	-	-
Stage 2	541	-	-	-
Critical Hdwy	6.8	-	4.22	-
Critical Hdwy Stg 1	-	-	-	-
Critical Hdwy Stg 2	5.8	-	-	-
Follow-up Hdwy	3.5	-	2.26	-
Pot Cap-1 Maneuver	473	0	1587	-
Stage 1	-	0	-	-
Stage 2	553	0	-	-
Platoon blocked, %				-
Mov Cap-1 Maneuver	460	-	1581	-
Mov Cap-2 Maneuver	460	-	-	-
Stage 1	-	-	-	-
Stage 2	551	-	-	-

Movement	EB	WB
HCM Control Delay, s	13	0.2
HCM LOS	B	

Movement	Wb	Wb	Wb
Capacity (veh/h)	1581	-	460
HCM Lane V/C Ratio	0.008	-	0.027
HCM Control Delay (s)	7.3	0.1	13
HCM Lane LOS	A	A	B
HCM 95th %tile Q(veh)	0	-	0.1



Input Data

Int Delay, s/veh 1.2

Variable	EB	WB	EB	WB	EB	WB	EB	WB	EB	WB	EB	WB
Lane Configurations	4	4	4	4	4	4	4	4	4	4	4	4
Traffic Vol, veh/h	10	0	0	0	10	36	10	965	17	0	0	0
Future Vol, veh/h	10	0	0	0	10	36	10	965	17	0	0	0
Conflicting Peds, #/hr	0	0	0	0	0	0	1	0	3	0	0	0
Sign Control	Stop	Stop	Stop	Stop	Stop	Stop	Free	Free	Free	Stop	Stop	Stop
RT Channelized	-	-	None	-	-	None	-	-	None	-	-	None
Storage Length	-	-	-	-	-	-	-	-	-	-	-	-
Veh in Median Storage, #	-	0	-	-	0	-	-	0	-	-	-	-
Grade, %	-	0	-	-	0	-	-	0	-	-	0	-
Peak Hour Factor	78	78	78	78	78	78	95	95	95	78	78	78
Heavy Vehicles, %	0	0	0	7	7	7	6	6	6	2	2	2
Mvmt Flow	13	0	0	0	13	46	11	1016	18	0	0	0

Variable	EB	WB	EB	WB	EB	WB	EB	WB
Conflicting Flow All	538	1060	-	-	1051	520	1	0
Stage 1	1	1	-	-	1050	-	-	-
Stage 2	537	1059	-	-	1	-	-	-
Critical Hdwy	7.5	6.5	-	-	6.64	7.04	4.22	-
Critical Hdwy Stg 1	-	-	-	-	5.64	-	-	-
Critical Hdwy Stg 2	6.5	5.5	-	-	-	-	-	-
Follow-up Hdwy	3.5	4	-	-	4.07	3.37	2.26	-
Pot Cap-1 Maneuver	431	226	0	0	218	488	1592	-
Stage 1	-	-	0	0	292	-	-	-
Stage 2	501	304	0	0	-	-	-	-
Platoon blocked, %	-	-	-	-	-	-	-	-
Mov Cap-1 Maneuver	368	221	-	-	214	487	1590	-
Mov Cap-2 Maneuver	368	221	-	-	214	-	-	-
Stage 1	-	-	-	-	286	-	-	-
Stage 2	426	298	-	-	-	-	-	-

Variable	EB	WB	EB
HCM Control Delay, s	15.1	16.2	0.2
HCM LOS	C	C	

Variable	EB	WB	EB	WB
Capacity (veh/h)	1590	-	368	381
HCM Lane V/C Ratio	0.007	-	0.035	0.155
HCM Control Delay (s)	7.3	0.1	15.1	16.2
HCM Lane LOS	A	A	C	C
HCM 95th %tile Q(veh)	0	-	0.1	0.5

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Int Delay, s/veh	0.5
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Lane Configurations	↓			↑↑		
Traffic Vol, veh/h	30	0	0	922	0	0
Future Vol, veh/h	30	0	0	922	0	0
Conflicting Peds, #/hr	0	0	0	0	0	0
Sign Control	Stop	Stop	Free	Free	Stop	Stop
RT Channelized	-	None	-	None	-	None
Storage Length	0	-	-	-	-	-
Veh in Median Storage, #	0	-	-	0	-	-
Grade, %	0	-	-	0	0	-
Peak Hour Factor	80	80	95	95	80	80
Heavy Vehicles, %	5	2	2	6	2	2
Mvmt Flow	38	0	0	971	0	0

Conflicting Flow All	486	-	-	0
Stage 1	0	-	-	-
Stage 2	486	-	-	-
Critical Hdwy	6.9	-	-	-
Critical Hdwy Stg 1	-	-	-	-
Critical Hdwy Stg 2	5.9	-	-	-
Follow-up Hdwy	3.55	-	-	-
Pot Cap-1 Maneuver	503	0	0	-
Stage 1	-	0	0	-
Stage 2	576	0	0	-
Platoon blocked, %	-	-	-	-
Mov Cap-1 Maneuver	503	-	-	-
Mov Cap-2 Maneuver	503	-	-	-
Stage 1	-	-	-	-
Stage 2	576	-	-	-

HCM Control Delay, s	12.7	0
HCM LOS	B	

Capacity (veh/h)	-	503
HCM Lane V/C Ratio	-	0.075
HCM Control Delay (s)	-	12.7
HCM Lane LOS	-	B
HCM 95th %tile Q(veh)	-	0.2

Intersection						
Int Delay, s/veh	0.8					

Mainline						
Lane Configurations	1		4	4		
Traffic Vol, veh/h	20	0	19	1524	0	0
Future Vol, veh/h	20	0	19	1524	0	0
Conflicting Peds, #/hr	1	0	25	0	0	0
Sign Control	Stop	Stop	Free	Free	Free	Free
RT Channelized	-	None	-	None	-	None
Storage Length	0	-	-	-	-	-
Veh in Median Storage, #	0	-	-	0	-	-
Grade, %	0	-	-	0	0	-
Peak Hour Factor	87	87	95	95	87	87
Heavy Vehicles, %	0	0	2	2	0	0
Mvmt Flow	23	0	20	1604	0	0

Mainline				
Conflicting Flow All	868	-	25	0
Stage 1	25	-	-	-
Stage 2	843	-	-	-
Critical Hdwy	6.8	-	4.14	-
Critical Hdwy Stg 1	-	-	-	-
Critical Hdwy Stg 2	5.8	-	-	-
Follow-up Hdwy	3.5	-	2.22	-
Pol Cap-1 Maneuver	296	0	1588	-
Stage 1	-	0	-	-
Stage 2	388	0	-	-
Platoon blocked, %				-
Mov Cap-1 Maneuver	248	-	1550	-
Mov Cap-2 Maneuver	248	-	-	-
Stage 1	-	-	-	-
Stage 2	379	-	-	-

Control		
HCM Control Delay, s	21	0.5
HCM LOS	C	

Mainline		
Capacity (veh/h)	1550	- 248
HCM Lane V/C Ratio	0.013	- 0.093
HCM Control Delay (s)	7.4	0.4 21
HCM Lane LOS	A	A C
HCM 95th %tile Q(veh)	0	- 0.3

Intersection

Int Delay, s/veh 3

Approach	EB	WB	SB	NB	WB	EB	SB	NB	EB	WB	SB	NB
Lane Configurations	4	4	4	4	4	4	4	4	4	4	4	4
Traffic Vol, veh/h	45	5	0	0	5	33	50	1415	47	0	0	0
Future Vol, veh/h	45	5	0	0	5	33	50	1415	47	0	0	0
Conflicting Peds, #/hr	0	0	0	0	0	0	5	0	10	0	0	0
Sign Control	Stop	Stop	Stop	Stop	Stop	Stop	Free	Free	Free	Stop	Stop	Stop
RT Channelized	-	-	None	-	-	None	-	-	None	-	-	None
Storage Length	-	-	-	-	-	-	-	-	-	-	-	-
Veh In Median Storage, #	-	0	-	-	0	-	-	0	-	-	-	-
Grade, %	-	0	-	-	0	-	-	0	-	-	0	-
Peak Hour Factor	86	86	86	86	86	86	95	95	95	86	86	86
Heavy Vehicles, %	0	0	0	0	0	0	2	2	2	2	2	2
Mvmt Flow	52	6	0	0	6	38	53	1489	49	0	0	0

Approach	EB	WB	SB	NB	WB	EB	SB	NB
Conflicting Flow All	859	1659	-	-	1635	779	5	0
Stage 1	5	5	-	-	1630	-	-	-
Stage 2	854	1654	-	-	5	-	-	-
Critical Hdwy	7.5	6.5	-	-	6.5	6.9	4.14	-
Critical Hdwy Stg 1	-	-	-	-	5.5	-	-	-
Critical Hdwy Stg 2	6.5	5.5	-	-	-	-	-	-
Follow-up Hdwy	3.5	4	-	-	4	3.3	2.22	-
Pot Cap-1 Maneuver	253	99	0	0	102	343	1615	-
Stage 1	-	-	0	0	162	-	-	-
Stage 2	324	157	0	0	-	-	-	-
Platoon blocked, %	-	-	-	-	-	-	-	-
Mov Cap-1 Maneuver	173	75	-	-	77	340	1607	-
Mov Cap-2 Maneuver	173	75	-	-	77	-	-	-
Stage 1	-	-	-	-	122	-	-	-
Stage 2	209	119	-	-	-	-	-	-

Approach	EB	WB	NB
HCM Control Delay, s	42.3	23.8	1
HCM LOS	E	C	

Approach	EB	WB	NB
Capacity (veh/h)	1607	-	153
HCM Lane V/C Ratio	0.033	-	0.38
HCM Control Delay (s)	7.3	0.8	42.3
HCM Lane LOS	A	A	E
HCM 95th %ile Q(veh)	0.1	-	1.6

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Intersection	
Int Delay, s/veh	0.5

Approach	EB	WB	NB	SB	WB	EB
Lane Configurations	5		5		5	5
Traffic Vol, veh/h	40	0	0	1467	0	0
Future Vol, veh/h	40	0	0	1467	0	0
Conflicting Peds, #/hr	0	0	0	0	0	0
Sign Control	Stop	Stop	Free	Free	Stop	Stop
RT Channelized	-	None	-	None	-	None
Storage Length	0	-	-	-	-	-
Veh in Median Storage, #	0	-	-	0	-	-
Grade, %	0	-	-	0	0	-
Peak Hour Factor	84	84	95	95	84	84
Heavy Vehicles, %	5	5	2	2	2	2
Mvmt Flow	48	0	0	1544	0	0

Maneuver	WB	EB	NB	SB
Conflicting Flow All	772	-	-	0
Stage 1	0	-	-	-
Stage 2	772	-	-	-
Critical Hdwy	6.9	-	-	-
Critical Hdwy Stg 1	-	-	-	-
Critical Hdwy Stg 2	5.9	-	-	-
Follow-up Hdwy	3.55	-	-	-
Pot Cap-1 Maneuver	330	0	0	-
Stage 1	-	0	0	-
Stage 2	409	0	0	-
Platoon blocked, %				-
Mov Cap-1 Maneuver	330	-	-	-
Mov Cap-2 Maneuver	330	-	-	-
Stage 1	-	-	-	-
Stage 2	409	-	-	-

Approach	EB	NB
HCM Control Delay, s	17.7	0
HCM LOS	C	

Minor Lane/Objct/Mvmt	Northbound
Capacity (veh/h)	- 330
HCM Lane V/C Ratio	- 0.144
HCM Control Delay (s)	- 17.7
HCM Lane LOS	- C
HCM 95th %ile Q(veh)	- 0.5

HCM 2010 TWSC  
4: SE Baker St & Se Handley St

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Intersection						
Int Delay, s/veh	0.2					

Movement						
Lane Configurations	1		2			
Traffic Vol, veh/h	10	0	5	960	0	0
Future Vol, veh/h	10	0	5	960	0	0
Conflicting Peds, #/hr	2	0	4	0	0	0
Sign Control	Stop	Stop	Free	Free	Stop	Stop
RT Channelized	-	None	-	None	-	None
Storage Length	0	-	-	-	-	-
Veh in Median Storage, #	0	-	-	0	-	-
Grade, %	0	-	-	0	0	-
Peak Hour Factor	81	81	95	95	81	81
Heavy Vehicles, %	0	0	6	6	0	0
Mvmt Flow	12	0	5	1011	0	0

Capacity				
Conflicting Flow All	522	-	4	0
Stage 1	4	-	-	-
Stage 2	518	-	-	-
Critical Hdwy	6.8	-	4.22	-
Critical Hdwy Stg 1	-	-	-	-
Critical Hdwy Stg 2	5.8	-	-	-
Follow-up Hdwy	3.5	-	2.26	-
Pot Cap-1 Maneuver	489	0	1587	-
Stage 1	-	0	-	-
Stage 2	568	0	-	-
Platoon blocked, %				-
Mov Cap-1 Maneuver	482	-	1581	-
Mov Cap-2 Maneuver	482	-	-	-
Stage 1	-	-	-	-
Stage 2	566	-	-	-

Control		
HCM Control Delay, s	12.7	0
HCM LOS	B	

Performance			
Capacity (veh/h)	1581	-	482
HCM Lane V/C Ratio	0.003	-	0.026
HCM Control Delay (s)	7.3	0	12.7
HCM Lane LOS	A	A	B
HCM 95th %ile Q(veh)	0	-	0.1

Intersection												
Int Delay, s/veh	0.9											
Main Street												
Lane Configurations	A				B		C					
Traffic Vol, veh/h	10	0	0	0	10	15	10	965	63	0	0	0
Future Vol, veh/h	10	0	0	0	10	15	10	965	63	0	0	0
Conflicting Peds, #/hr	0	0	0	0	0	0	1	0	3	0	0	0
Sign Control	Stop	Stop	Stop	Stop	Stop	Stop	Free	Free	Free	Stop	Stop	Stop
RT Channelized	-	-	None	-	-	None	-	-	None	-	-	None
Storage Length	-	-	-	-	-	-	-	-	-	-	-	-
Veh in Median Storage, #	-	0	-	-	0	-	-	0	-	-	-	-
Grade, %	-	0	-	-	0	-	-	0	-	-	0	-
Peak Hour Factor	78	78	78	78	78	78	95	95	95	78	78	78
Heavy Vehicles, %	0	0	0	7	7	7	6	6	6	2	2	2
Mvmt Flow	13	0	0	0	13	19	11	1016	66	0	0	0

Detailed Delay												
Conflicting Flow All	538	1108	-	-	1075	544	1	0	0			
Stage 1	1	1	-	-	1074	-	-	-	-			
Stage 2	537	1107	-	-	1	-	-	-	-			
Critical Hdwy	7.5	6.5	-	-	6.64	7.04	4.22	-	-			
Critical Hdwy Stg 1	-	-	-	-	5.64	-	-	-	-			
Critical Hdwy Stg 2	6.5	5.5	-	-	-	-	-	-	-			
Follow-up Hdwy	3.5	4	-	-	4.07	3.37	2.26	-	-			
Pot Cap-1 Maneuver	431	212	0	0	210	470	1592	-	-			
Stage 1	-	-	0	0	284	-	-	-	-			
Stage 2	501	288	0	0	-	-	-	-	-			
Platoon blocked, %												
Mov Cap-1 Maneuver	388	207	-	-	205	469	1590	-	-			
Mov Cap-2 Maneuver	388	207	-	-	205	-	-	-	-			
Stage 1	-	-	-	-	278	-	-	-	-			
Stage 2	450	282	-	-	-	-	-	-	-			

HCM Control Delay												
HCM Control Delay, s	14.6				17.9			0.2				
HCM LOS	B				C							

HCM Lane V/C Ratio												
Capacity (veh/h)	1590	-	-	-	388	310						
HCM Lane V/C Ratio	0.007	-	-	-	0.033	0.103						
HCM Control Delay (s)	7.3	0.1	-	-	14.6	17.9						
HCM Lane LOS	A	A	-	-	B	C						
HCM 95th %ile Q(veh)	0	-	-	-	0.1	0.3						

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**Intersection**

Int Delay, s/veh 0.8

**Approach**

	EBL	EBR	NBL	NBT	SBL	SBR
Lane Configurations	↑			↑↑		
Traffic Vol, veh/h	53	0	0	945	0	0
Future Vol, veh/h	53	0	0	945	0	0
Conflicting Peds, #/hr	0	0	0	0	0	0
Sign Control	Stop	Stop	Free	Free	Stop	Stop
RT Channelized	-	None	-	None	-	None
Storage Length	0	-	-	-	-	-
Veh in Median Storage, #	0	-	-	0	-	-
Grade, %	0	-	-	0	0	-
Peak Hour Factor	80	80	95	95	80	80
Heavy Vehicles, %	5	2	2	6	2	2
Mvmt Flow	66	0	0	995	0	0

**Flow/Min**

	Min	Max	Min	Max
Conflicting Flow All	498	-	-	0
Stage 1	0	-	-	-
Stage 2	498	-	-	-
Critical Hdwy	6.9	-	-	-
Critical Hdwy Sig 1	-	-	-	-
Critical Hdwy Sig 2	5.9	-	-	-
Follow-up Hdwy	3.55	-	-	-
Pot Cap-1 Maneuver	494	0	0	-
Stage 1	-	0	0	-
Stage 2	567	0	0	-
Platoon blocked, %				-
Mov Cap-1 Maneuver	494	-	-	-
Mov Cap-2 Maneuver	494	-	-	-
Stage 1	-	-	-	-
Stage 2	567	-	-	-

**Control**

HCM Control Delay, s	13.4	0
HCM LOS	B	

**Min Lane V/C Ratio**

Capacity (veh/h)	-	494
HCM Lane V/C Ratio	-	0.134
HCM Control Delay (s)	-	13.4
HCM Lane LOS	-	B
HCM 95th %ile Q(veh)	-	0.5



HCM 2010 TWSC  
4: SE Baker St & Se Handley St

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Intersection	
Int Delay, s/veh	1.1

Intersection		SE	SW	NE	NW
Lane Configurations		T		T	
Traffic Vol, veh/h	20	0	31	1533	0
Future Vol, veh/h	20	0	31	1533	0
Conflicting Peds, #/hr	1	0	25	0	0
Sign Control	Stop	Stop	Free	Free	Free
RT Channelized	-	None	-	None	-
Storage Length	0	-	-	-	-
Veh in Median Storage, #	0	-	-	0	-
Grade, %	0	-	-	0	-
Peak Hour Factor	87	87	95	95	87
Heavy Vehicles, %	0	0	2	2	0
Mvmt Flow	23	0	33	1614	0

Intersection		SE	SW	NE	NW
Conflicting Flow All	899	-	25	0	-
Stage 1	25	-	-	-	-
Stage 2	874	-	-	-	-
Critical Hdwy	6.8	-	4.14	-	-
Critical Hdwy Stg 1	-	-	-	-	-
Critical Hdwy Stg 2	5.8	-	-	-	-
Follow-up Hdwy	3.5	-	2.22	-	-
Pot Cap-1 Maneuver	282	0	1588	-	-
Stage 1	-	0	-	-	-
Stage 2	373	0	-	-	-
Platoon blocked, %	-	-	-	-	-
Mov Cap-1 Maneuver	213	-	1550	-	-
Mov Cap-2 Maneuver	213	-	-	-	-
Stage 1	-	-	-	-	-
Stage 2	364	-	-	-	-

Intersection		SE	SW	NE	NW
HCM Control Delay, s	23.9	-	0.8	-	-
HCM LOS	C	-	-	-	-

Intersection		SE	SW	NE	NW
Capacity (veh/h)	1550	-	213	-	-
HCM Lane V/C Ratio	0.021	-	0.108	-	-
HCM Control Delay (s)	7.4	0.7	23.9	-	-
HCM Lane LOS	A	A	C	-	-
HCM 95th %tile Q(veh)	0.1	-	0.4	-	-

**Intersection**

Int Delay, s/veh 3.3

**Vehicle**

Lane Configurations	↔				↔				↔			
Traffic Vol, veh/h	45	5	0	0	5	54	50	1415	25	0	0	0
Future Vol, veh/h	45	5	0	0	5	54	50	1415	25	0	0	0
Conflicting Peds, #/hr	0	0	0	0	0	0	5	0	10	0	0	0
Sign Control	Stop	Stop	Stop	Stop	Stop	Stop	Free	Free	Free	Stop	Stop	Stop
RT Channelized	-	-	None	-	-	None	-	-	None	-	-	None
Storage Length	-	-	-	-	-	-	-	-	-	-	-	-
Veh in Median Storage, #	-	0	-	-	0	-	-	0	-	-	-	-
Grade, %	-	0	-	-	0	-	-	0	-	-	0	-
Peak Hour Factor	86	86	86	86	86	86	95	95	95	86	86	86
Heavy Vehicles, %	0	0	0	0	0	0	2	2	2	2	2	2
Mvmt Flow	52	6	0	0	6	63	53	1489	26	0	0	0

**Vehicle**

Conflicting Flow All	859	1636	-	-	1623	768	5	0	0
Stage 1	5	5	-	-	1618	-	-	-	-
Stage 2	854	1631	-	-	5	-	-	-	-
Critical Hdwy	7.5	6.5	-	-	6.5	6.9	4.14	-	-
Critical Hdwy Stg 1	-	-	-	-	5.5	-	-	-	-
Critical Hdwy Stg 2	6.5	5.5	-	-	-	-	-	-	-
Follow-up Hdwy	3.5	4	-	-	4	3.3	2.22	-	-
Pot Cap-1 Maneuver	253	102	0	0	104	349	1615	-	-
Stage 1	-	-	0	0	164	-	-	-	-
Stage 2	324	161	0	0	-	-	-	-	-
Platoon blocked, %	-	-	-	-	-	-	-	-	-
Mov Cap-1 Maneuver	163	79	-	-	81	346	1607	-	-
Mov Cap-2 Maneuver	163	79	-	-	81	-	-	-	-
Stage 1	-	-	-	-	128	-	-	-	-
Stage 2	199	125	-	-	-	-	-	-	-

**Northbound**

HCM Control Delay, s	44.7	22.7	0.9
HCM LOS	E	C	

**Minor Road/Left Turn**

Capacity (veh/h)	1607	-	-	147	271
HCM Lane V/C Ratio	0.033	-	-	0.396	0.253
HCM Control Delay (s)	7.3	0.7	-	44.7	22.7
HCM Lane LOS	A	A	-	E	C
HCM 95th %ile Q(veh)	0.1	-	-	1.7	1

HCM 2010 TWSC  
10: SE Baker St & SE Adams U Turn

09/09/2018

Intersection

Int Delay, s/veh 0.3

Movement	SE	EB	NB	WB	SB	WB
Lane Configurations	1		1	1		
Traffic Vol, veh/h	25	0	0	1460	0	0
Future Vol, veh/h	25	0	0	1460	0	0
Conflicting Peds, #/hr	0	0	0	0	0	0
Sign Control	Stop	Stop	Free	Free	Stop	Stop
RT Channelized	-	None	-	None	-	None
Storage Length	0	-	-	-	-	-
Veh in Median Storage, #	0	-	-	0	-	-
Grade, %	0	-	-	0	0	-
Peak Hour Factor	84	84	95	95	84	84
Heavy Vehicles, %	5	5	2	2	2	2
Mvmt Flow	30	0	0	1537	0	0

Approach

Conflicting Flow All	769	-	-	0
Stage 1	0	-	-	-
Stage 2	769	-	-	-
Critical Hdwy	6.9	-	-	-
Critical Hdwy Stg 1	-	-	-	-
Critical Hdwy Stg 2	5.9	-	-	-
Follow-up Hdwy	3.55	-	-	-
Pot Cap-1 Maneuver	331	0	0	-
Stage 1	-	0	0	-
Stage 2	410	0	0	-
Platoon blocked, %		-	-	-
Mov Cap-1 Maneuver	331	-	-	-
Mov Cap-2 Maneuver	331	-	-	-
Stage 1	-	-	-	-
Stage 2	410	-	-	-

Approach

HCM Control Delay, s	16.9	0
HCM LOS	C	

Min Lane/Max Lane

Capacity (veh/h)	-	331
HCM Lane V/C Ratio	-	0.09
HCM Control Delay (s)	-	16.9
HCM Lane LOS	-	C
HCM 95th %tile Q(veh)	-	0.3

## **Appendix H**

### ***SimTraffic Queuing Results***

# Queuing and Blocking Report Baseline

09/09/2018

## Intersection: 4: SE Baker St & Se Handley St

Intersection		
Directions Served	L	T
Maximum Queue (ft)	40	7
Average Queue (ft)	10	0
95th Queue (ft)	36	5
Link Distance (ft)	1148	468
Upstream Blk Time (%)		
Queuing Penalty (veh)		
Storage Bay Dist (ft)		
Storage Blk Time (%)		
Queuing Penalty (veh)		

## Intersection: 6: Walgreens Driveway/SE Cows S & SE Baker St

Intersection		
Directions Served	LT	TR
Maximum Queue (ft)	40	68
Average Queue (ft)	12	30
95th Queue (ft)	39	58
Link Distance (ft)	449	446
Upstream Blk Time (%)		
Queuing Penalty (veh)		
Storage Bay Dist (ft)		
Storage Blk Time (%)		
Queuing Penalty (veh)		

## Intersection: 10: SE Baker St & SE Adams U Turn

Intersection		
Directions Served	L	T
Maximum Queue (ft)	80	5
Average Queue (ft)	24	0
95th Queue (ft)	58	4
Link Distance (ft)	365	414
Upstream Blk Time (%)		
Queuing Penalty (veh)		
Storage Bay Dist (ft)		
Storage Blk Time (%)		
Queuing Penalty (veh)		

## Network Summary

Network-wide Queuing Penalty: 0
---------------------------------

## Queuing and Blocking Report Baseline

09/09/2018

### Intersection: 4: SE Baker St & Se Handley St

Movement	EB	WB	SB
Directions Served	L	LT	T
Maximum Queue (ft)	59	28	44
Average Queue (ft)	19	2	1
95th Queue (ft)	51	18	14
Link Distance (ft)	1148	468	468
Upstream Blk Time (%)			
Queuing Penalty (veh)			
Storage Bay Dist (ft)			
Storage Blk Time (%)			
Queuing Penalty (veh)			

### Intersection: 6: Walgreens Driveway/SE Cows St & SE Baker St

Movement	EB	WB
Directions Served	LT	TR
Maximum Queue (ft)	96	76
Average Queue (ft)	40	32
95th Queue (ft)	81	62
Link Distance (ft)	449	446
Upstream Blk Time (%)		
Queuing Penalty (veh)		
Storage Bay Dist (ft)		
Storage Blk Time (%)		
Queuing Penalty (veh)		

### Intersection: 10: SE Baker St & SE Adams U Turn

Movement	EB
Directions Served	L
Maximum Queue (ft)	81
Average Queue (ft)	32
95th Queue (ft)	67
Link Distance (ft)	365
Upstream Blk Time (%)	
Queuing Penalty (veh)	
Storage Bay Dist (ft)	
Storage Blk Time (%)	
Queuing Penalty (veh)	

### Network Summary

Network wide Queuing Penalty: 0
---------------------------------

Queuing and Blocking Report  
Baseline

09/09/2018

Intersection: 4: SE Baker St & Se Handley St

Direction	EB	WB
Directions Served	L	T
Maximum Queue (ft)	40	7
Average Queue (ft)	8	0
95th Queue (ft)	32	5
Link Distance (ft)	1148	468
Upstream Blk Time (%)		
Queuing Penalty (veh)		
Storage Bay Dist (ft)		
Storage Blk Time (%)		
Queuing Penalty (veh)		

Intersection: 6: Walgreens Driveway/SE Cowls S & SE Baker St

Direction	SB	WB
Directions Served	LT	TR
Maximum Queue (ft)	40	71
Average Queue (ft)	7	23
95th Queue (ft)	30	59
Link Distance (ft)	449	446
Upstream Blk Time (%)		
Queuing Penalty (veh)		
Storage Bay Dist (ft)		
Storage Blk Time (%)		
Queuing Penalty (veh)		

Intersection: 10: SE Baker St & SE Adams U Turn

Direction	WB
Directions Served	L
Maximum Queue (ft)	70
Average Queue (ft)	33
95th Queue (ft)	67
Link Distance (ft)	365
Upstream Blk Time (%)	
Queuing Penalty (veh)	
Storage Bay Dist (ft)	
Storage Blk Time (%)	
Queuing Penalty (veh)	

Network Summary

Network wide Queuing Penalty: 0
---------------------------------

## Queuing and Blocking Report Baseline

09/09/2018

### Intersection: 4: SE Baker St & Se Handley St

Measure	LT	RT
Directions Served	L	LT
Maximum Queue (ft)	60	18
Average Queue (ft)	20	1
95th Queue (ft)	52	17
Link Distance (ft)	1148	468
Upstream Blk Time (%)		
Queuing Penalty (veh)		
Storage Bay Dist (ft)		
Storage Blk Time (%)		
Queuing Penalty (veh)		

### Intersection: 6: Walgreens Driveway/SE Cows St & SE Baker St

Measure	LT	TR
Directions Served	LT	TR
Maximum Queue (ft)	111	94
Average Queue (ft)	40	37
95th Queue (ft)	82	71
Link Distance (ft)	449	446
Upstream Blk Time (%)		
Queuing Penalty (veh)		
Storage Bay Dist (ft)		
Storage Blk Time (%)		
Queuing Penalty (veh)		

### Intersection: 10: SE Baker St & SE Adams U Turn

Measure	L
Directions Served	L
Maximum Queue (ft)	63
Average Queue (ft)	24
95th Queue (ft)	56
Link Distance (ft)	365
Upstream Blk Time (%)	
Queuing Penalty (veh)	
Storage Bay Dist (ft)	
Storage Blk Time (%)	
Queuing Penalty (veh)	

### Network Summary

Network wide Queuing Penalty: 0
---------------------------------



**Appendix I**

***Critical Crash Rate Calculator & Crash Data***

General & Site Information	
Analyst:	Rick Nys
Agency/Company:	Greenlight Engineering
Date:	8/8/2018
Project Name:	600 SE Baker Street ZC/CPA

Intersection Crash Data							
Intersection	Intersection Type	Year					Total
		2012	2013	2014	2015	2016	
SE Baker/SE Handley	Urban 3ST	1	0	1	2	2	6
SE Baker/SE Cowles	Urban 4ST	0	1	1	3	1	6
SE Baker/Adams U Turn	Urban 3ST	0	0	1	1	0	2
	Total	1	1	3	6	3	14

Intersection Population Type Crash Rate				
Average Crash Rate per intersection type				
Intersection Pop. Type	Sum of Crashes	Sum of 5-year MEV	Avg Crash Rate for Ref Pop.	INT in Pop
Rural 3SG	0	0		
Rural 3ST	0	0		
Rural 4SG	0	0		
Rural 4ST	0	0		
Urban 3ST	8	43	0.1857	2
Urban 3SG	0	0		
Urban 4ST	6	22	0.2786	1
Urban 4SG	0	0		

Critical Rate Calculation								
Intersection	AADT Entering Intersection	5-year MEV	Crash Total	Intersection Population Type	Intersection Crash Rate	Reference Population Crash Rate	Critical Rate	Over Critical
SE Baker/SE Handley	11,800	21.5	6	Urban 3ST	0.28	0.19	0.36	Under
SE Baker/SE Cows	11,800	21.5	6	Urban 4ST	0.28	APM Exhibit 4-1	0.41	Under
SE Baker/Adams U Turn	11,800	21.5	2	Urban 3ST	0.09	0.19	0.36	Under



OREGON DEPARTMENT OF TRANSPORTATION - TRANSPORTATION DEVELOPMENT DIVISION  
TRANSPORTATION DATA SECTION - CRASH ANALYSIS AND REPORTING UNIT  
CONTINUOUS SYSTEM CRASH LISTING

5 - 9 of 40 crash records shown.

[illegible]

**Disclaimer:** The information contained in this report is compiled from individual driver and police crash reports submitted to the Oregon Department of Transportation as required in ORS 811.720. The Crash Analysis and Reporting Unit is committed to providing the highest quality crash data to customers. However, because submission of crash report forms is the responsibility of the individual driver, the Crash Analysis and Reporting Unit can not guarantee that all qualifying crashes are represented nor can assurances be made that all details pertaining to a single crash are accurate. Note: Legislative changes to DMV's vehicle crash reporting requirement, effective 01/01/2004, may result in fewer property damage only crashes being eligible for inclusion in the Systemic Crash Data File.

OREGON DEPARTMENT OF TRANSPORTATION - TRANSPORTATION DEVELOPMENT DIVISION  
TRANSPORTATION DATA SECTION - CRASH ANALYSIS AND REPORTING UNIT

CDS380  
07/08/2018

Highway 091 ALL ROAD TYPES, MP 37.96 to 38.23 01/01/2008 to 02/28/2017, Both Add and Non-Add mileage

091: PACIFIC HIGHWAY WEST

10 - 13 of 43 Crash records shown.

SR#	P	R	S	M	DATE	COUNTY	ED#	PC	CONTR#	ED	CHAR	INT-TYPE	INT-REL	OFFERD	WTR	CRASH	SPLD	USE	MOVE	FROM	TO	STRTHT	DRVR	INJB	28	M	OR-Y	OR-Z	ERRR	ACT	EVENT	CAUSE	
SR#	P	R	S	M	DATE	COUNTY	ED#	PC	CONTR#	ED	CHAR	INT-TYPE	INT-REL	OFFERD	WTR	CRASH	SPLD	USE	MOVE	FROM	TO	STRTHT	DRVR	INJB	28	M	OR-Y	OR-Z	ERRR	ACT	EVENT	CAUSE	
00128	N	N	N	N	05/02/2011	YAMHILL	1	14		INTER	CM	3-LEGS	N	N	Y	CLR	PRKD MV	01	NONE	0	PRKD-P	N -S	STRTHT	01	DRVR	INJB	28	M	OR-Y	081	000	000	10
N					45 12	MC MINVTL	CP	0	ADAMS ST	01		0		N	N	DARK	INJ	PSNGR	CAR			PRKD-P	02	DRVR	INJB	28	M	OR-Y	081	000	000	10	
N					22 0150584	56.4157804			009100100500													PRKD-P	02	DRVR	INJB	28	M	OR-Y	081	000	000	10	
00056	N	N	N	N	01/16/2015	YAMHILL	1	14		STRTHT	S	(NONE)	N	N	Y	CLR	S-STRTHT	01	NONE	0	STRTHT	N -S	STRTHT	01	DRVR	INJB	28	M	OR-Y	081	000	000	10
N					45 12	MC MINVTL	CP	0	ADAMS ST	04		(02)		N	N	DAY	PDC	PSNGR	CAR			STRTHT	01	DRVR	INJB	28	M	OR-Y	081	000	000	10	
N					45 12 21.5	MC MINVTL	CP	0	ADAMS ST	04		(02)		N	N	DAY	PDC	PSNGR	CAR			STRTHT	01	DRVR	INJB	28	M	OR-Y	081	000	000	10	
00903	N	N	N	N	08/24/2014	YAMHILL	1	14		STRTHT	S	(NONE)	N	N	Y	CLR	PRKD MV	01	NONE	0	STRTHT	N -S	STRTHT	01	DRVR	INJB	28	M	OR-Y	081	000	000	10
NONE					45 12 21.5	MC MINVTL	CP	0	ADAMS ST	07		(02)		N	N	DAY	PDC	PSNGR	CAR			STRTHT	01	DRVR	INJB	28	M	OR-Y	081	000	000	10	
Y					45 12 21.5	MC MINVTL	CP	0	ADAMS ST	07		(02)		N	N	DAY	PDC	PSNGR	CAR			STRTHT	01	DRVR	INJB	28	M	OR-Y	081	000	000	10	
N					45 12 21.5	MC MINVTL	CP	0	ADAMS ST	07		(02)		N	N	DAY	PDC	PSNGR	CAR			STRTHT	01	DRVR	INJB	28	M	OR-Y	081	000	000	10	
00706	N	N	N	N	07/02/2014	YAMHILL	1	14		STRTHT	S	(NONE)	N	N	Y	CLR	PRKD MV	01	NONE	0	STRTHT	N -S	STRTHT	01	DRVR	INJB	28	M	OR-Y	081	000	000	10
STRTE					45 12 21.5	MC MINVTL	CP	0	BAKER ST	08		(02)		N	N	DAY	PDC	PSNGR	CAR			STRTHT	01	DRVR	INJB	28	M	OR-Y	081	000	000	10	
N					45 12 21.5	MC MINVTL	CP	0	ADAMS ST	08		(02)		N	N	DAY	PDC	PSNGR	CAR			STRTHT	01	DRVR	INJB	28	M	OR-Y	081	000	000	10	
N					45 12 21.5	MC MINVTL	CP	0	ADAMS ST	08		(02)		N	N	DAY	PDC	PSNGR	CAR			STRTHT	01	DRVR	INJB	28	M	OR-Y	081	000	000	10	
01030	N	N	N	N	11/23/2010	YAMHILL	1	14		STRTHT	S	(NONE)	N	N	Y	CLR	S-STRTHT	01	NONE	0	STRTHT	N -S	STRTHT	01	DRVR	INJB	28	M	OR-Y	081	000	000	10
N					45 12	MC MINVTL	CP	0	ADAMS ST	04		(02)		N	N	DAY	PDC	PSNGR	CAR			STRTHT	01	DRVR	INJB	28	M	OR-Y	081	000	000	10	
N					20.9784666	56.6154627			009100100500					N	N	DAY	PDC	PSNGR	CAR			STRTHT	01	DRVR	INJB	28	M	OR-Y	081	000	000	10	

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OREGON DEPARTMENT OF TRANSPORTATION - TRANSPORTATION DEVELOPMENT DIVISION  
TRANSPORTATION DATA SECTION - CRASH ANALYSIS AND REPORTING UNIT

CONTINUOUS SYSTEM CRASH LISTING

Highway 031 ALL ROAD TYPES, MP 37.56 to 38.23 01/01/2008 to 02/28/2017, Both Add and Non-Add mileage

14 - 18 of 40 Crash records shown.

SR#	P	R	S	M	D	DATE	COUNTY	RD#	FC	CONSH	RD	CHAR	INT-TYPE	INT-REL	OFFRD	WTHR	CRASH	SPECI USE	TELE QTY	MOVE	FROM	PRTC	INJ	A	S	PSO	ACT EVENT	CAUSE
INVEST	E	A	V	C	D	DAY	CITY	MP#	TYP	STREET	DIRECT	LOCN	LEGS	TRAP-	ENDBT	SURF	COLL	DRVY	LIGHT	SVTY	DR	TYPE	SVTY	E	X	RES	LDC	ERROR
UNLOC	D	C	S	L	K	AT	LORE	MILEPT	LAS	MILEPT	LAS																	
00342	N	N	N	N	N	03/23/2016	YAMHILL	1	14		GRADE	S	(NONE)	ONE-WAY	N	CLR	O-STRTHT	01 NONE 9	STRTHT	N-S	01 DRIVER	NONE	62 M	OR-Y	OR-25	000	000	00
							MCMINNVILLE	CP	0	ADAMS ST					N	DRY	SS-M	N/A		S-M								
Y						3P	MCMINVL UA	38.03		HANDELEY ST	03				N	DAY	PDO	PSENGR CAR			01 DRIVER	NONE	00	UNK	UNK	000	000	00
N						45 12 19.45	-123 11 57.1			009100100500			{02}					02 NONE 9	STRTHT	N-S								
																		N/A			01 DRIVER	NONE	00	UNK	UNK	000	000	00
																		PSENGR CAR										
01267	N	N	N	N	N	10/24/2016	YAMHILL	1	14		STRTHT	S	(NONE)	NONE	N	EAIN	S-STRTHT	01 NONE 0	STRTHT	N-S	01 DRIVER	NONE	66 M	OTH-Y	N-RES	000	000	00
							MCMINNVILLE	CP	0	ADAMS ST					N	WET	SS-O	PRVTE			N-S							
N						2P	MCMINVL UA	38.08		HANDELEY ST	04				Y	DAY	INJ	PSENGR CAR			01 DRIVER	NONE	66 M	OTH-Y	N-RES	000	000	00
N						45 12 16.93	-123 11 58.09			009100100500			{02}					01 NONE 0	STRTHT	N-S								
																		PRVTE			02 PSENG	INJC	61 M		000	000	00	
																		02 NONE 0	STRTHT	N-S								
																		PRVTE			01 DRIVER	NONE	72 M	OR-Y	OR-25	000	000	13
																		PSENGR CAR										
00596	N	N	N	N	N	06/20/2015	YAMHILL	1	14		ALLEY	NE	(NONE)	NONE	N	CLR	S-TURN	01 NONE 0	STRTHT	NE-SW	01 DRIVER	NONE	52 M	OR-Y	OR-25	000	000	00
							MCMINNVILLE	CP	0	ADAMS ST					N	DRY	TURN	PRVTE			NE-SW							
N						11A	MCMINVL UA	38.09		ADAMS-BAKER ST LEG	04				N	DAY	PDO	PSENGR CAR			01 DRIVER	NONE	52 M	OR-Y	OR-25	000	000	00
N						45 12 16.43	-123 11 58.31			009100100500			{02}					02 NONE 0	TURN-L	NE-SE								
																		PRVTE			01 DRIVER	NONE	37 M	OR-Y	OR-25	000	000	00
																		PSENGR CAR										
01374	N	N	N	N	N	12/17/2014	YAMHILL	1	14		ALLEY	S	(NONE)	NONE	N	RAIN	S-TURN	01 NONE 0	STRTHT	N-S	01 DRIVER	NONE	48 M	OR-Y	OR-25	000	000	00
							MCMINNVILLE	CP	0	ADAMS ST					N	WET	TURN	PRVTE			N-S							
N						3P	MCMINVL UA	38.09		HANDELEY ST	04				N	DAY	INJ	PSENGR CAR			01 DRIVER	INJC	48 M	OR-Y	OR-25	000	000	00
N						45 12 16.43	-123 11 58.31			009100100500			{02}					02 NONE 0	TURN-L	N-S								
																		PRVTE			01 DRIVER	NONE	24 M	OR-Y	OR-25	000	000	00
																		TRUCK										
																					01 DRIVER	NONE	24 M	OR-Y	OR-25	000	000	13

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OREGON DEPARTMENT OF TRANSPORTATION - TRANSPORTATION DEVELOPMENT DIVISION  
TRANSPORTATION DATA SECTION - CRASH ANALYSIS AND REPORTING UNIT  
CONTINUOUS SYSTEM CRASH LISTING

Highway 091 ALL ROAD TYPES, MT 37.9% to 38.23 01/01/2008 to 02/28/2017, both Add and Non-Add mileage

19 - 23 of 40 Crash records shown.

SEN#	P	R	S	M	DATE	COUNTY	RD#	PC	COMB#	RD	CHAR	INT-TYPE	INT-REL	OFFERD	WTR	CRASH	SPEC USE	TRFL CRT	MOVE	PH TYPE	SVTY	E	X	RES	LOC	ERROR	ACT EVENT	CAUSE	
INVEST	E	A	U	C	O	D	COMB#	FIRST STREET	SECOND STREET	DIRECT		(MIDIAN)	TRAF-	ROADT	SUBV	COLL	OWNER		FROM										
USDCPT	D	C	S	J	K	JAT	MILEPT	LOC				(HEADS)	CUNTL	DAY	LIGHT	SVTY	VF TYPE		TO										
05643	N	N	N	N	06/09/2016	YAMHILL	1	14		STREET			Y	N	RAIN	S-STRIGHT	01 NONE	0	STRIGHT	01 NONE	0								
							CP	0	ADAMS ST	NE		(NONE)	NONE	N	WET	SS-O	PRVTE		NE-SW										
N					45 12 15.93	MCHINVL DA	38.10		ADAMS-BAKER ST LES	04		(02)		N	DAY	INJ	PSNGR CAR		OR-25										
									009100100800																				
01186	N	N	N	N	10/02/2016	YAMHILL	1	14		STRIGHT			N	Y	CLD	FIX OBJ	02 NONE	9	STRIGHT	02 NONE	9								
							CP	0	ADAMS ST	NE		(NONE)	NONE	N	DRY	FIX	N/A		NE-SW										
Y					3P	MCHINVL DA	38.17		EDMUNSTON ST	04				N	DAY	PDO	PSNGR CAR		01 DRIVER	NONE	00	00A	DNV						
									009100130800			(02)																	
00083	N	N	N	N	01/17/2012	YAMHILL	1	14		INTER			N	N	RAIN	ANGL-OTH	01 NONE	0	TURN-L	01 NONE	0								
							CP	0	EDMUNSTON ST	CM		3-LEG	STOP SIGN	N	WET	TURN	PRVTE		N-NE										
N					3P	MCHINVL DA	38.23		PACIFIC HY 89W	04		0		N	DARK	INJ	PSNGR CAR		01 DRIVER	NONE	19	M	OR-Y						
									009100130800																				
N					45 12 10.5855004	MCHINVL DA	38.23		PACIFIC HY 89W	04				N	DAY	PDO	PSNGR CAR		01 DRIVER	NONE	00	00A	DNV						
									009100100800																				
00855	N	N	N	N	09/28/2013	YAMHILL	1	14		INTER			N	N	RAIN	ANGL-OTH	01 NONE	0	STRIGHT	01 NONE	0								
							CP	0	EDMUNSTON ST	CM		3-LEG	STOP SIGN	N	WET	TURN	PRVTE		SW-NE										
N					2P	MCHINVL DA	38.23		PACIFIC HY 89W	04		0		N	DAY	PDO	PSNGR CAR		01 DRIVER	NONE	00	M	UNK						
									009100100800																				
N					45 12 10.584756	MCHINVL DA	38.23		PACIFIC HY 89W	04				N	DAY	PDO	PSNGR CAR		01 DRIVER	NONE	00	M	UNK						
									009100100800																				
00598	N	N	N	N	07/15/2012	YAMHILL	2	14		INTER			N	Y	CLR	FIX OBJ	01 NONE	0	TURN-L	01 NONE	0								
							CP	0	BAKER ST	N		3-LEG	UNTRUCK	N	DAY	FIX	PRVTE		S-W										
N					12A	MCHINVL DA	37.96		HANDLEY ST	05		0		N	DARK	INJ	PSNGR CAR		01 DRIVER	NONE	65	M	OR-Y						
									009100200800																				
N					45 12 21.9597438	MCHINVL DA	37.96		HANDLEY ST	05				N	DARK	INJ	PSNGR CAR		01 DRIVER	NONE	20	F	OR-Y						
									52.5303221																				

Disclaimer: The information contained in this report is compiled from individual driver and police crash reports submitted to the Oregon Department of Transportation as required in ORS 811.720. The Crash Analysis and Reporting Unit is committed to providing the highest quality crash data to customers. However, because estimates of crash report forms is the responsibility of the individual driver, the Crash Analysis and Reporting Unit can not guarantee that all qualifying crashes are represented nor can assurances be made that all details pertaining to a single crash are accurate. Note: Legislative changes to ORS 811.720, may result in fewer property damage only crashes being eligible for inclusion in the Statewide Crash Data File.







OREGON DEPARTMENT OF TRANSPORTATION - TRANSPORTATION DEVELOPMENT DIVISION  
TRANSPORTATION DATA SECTION - CRASH ANALYSIS AND REPORTING UNIT

## CONTINUOUS SYSTEM CRASH LISTING

Highway 091 ALL ROAD TYPES, MP 37.96 to 38.23 01/01/2008 to 01/31/2017, Both Add and Non-Add mileage

31 - 39 of 40 Crash records shown.

SECT	P	R	S	W	DATE	COUNTY	CITY	URBAN AREA	LONG	COMB	PC	RD	DIR	CHAS	INT-TYPE	OFFRD	WTHR	CHAS	SECT	USE	MOVE	FROM	TO	PRTC	INC	G	E	L	CHS	PRD	LOC	ERRR	ACT	EVENT	CAUSE	
00047	N	N	N	N	01/31/2011	YAMHILL				2	14	INTER	02	0	3-LEG	N	K	RAIN	ANGI-OTH	01	NONE	0	TUR-R	N	S											
NONE					FR					CP	0	BAKER ST																								
N					5P					38.07		COWLES ST			0		N	DARK	PSO		PENGR CAR															
N					45 12					-123 11											02	NONE	0	STRGHT												
					16.8596806					53.3895289											PRVTE		S-N													
																					PENGR CAR															
00801	N	N	N	N	10/31/2009	YAMHILL				2	14	ALLEY	03		(NONE)	N	N	CLR	S-TURN	01	NONE	0	TUR-L													
NONE					SA					CP	0	BAKER ST																								
N					8P					38.08		COWLES ST			{02}		N	DARK	PSO		PENGR CAR															
N					45 12					-123 11											02	NONE	0	STRGHT												
					16.3074456					53.9116407											PRVTE		S-N													
																					PENGR CAR															
00517	N	N	N	N	05/16/2014	YAMHILL				2	14	STRGHT	07		(NONE)	N	N	CLR	S-1STOP	01	NONE	0	STRGHT													
CITY					FR					CP	0	BAKER ST																								
N					2P					38.14		ADAMS-BAKER ST LRG			{02}		N	DAY	PSO		PENGR CAR															
N					45 12 13.86					-123 11 58.36											02	NONE	0	STOP												
																					PRVTE		S-N													
																					PENGR CAR															
00508	Y	Y	N	N	05/31/2015	YAMHILL				2	14	STRGHT	02		(NONE)	N	N	CLR	FIX OBJ	01	NONE	0	STRGHT													
CITY					SU					CP	0	BAKER ST																								
Y					11P					38.16		ADAMS-BAKER ST LRG			{04}		N	DAY	INJ		PENGR CAR															
N					45 12 13.06					-123 11 59.95											01	NONE	0	STRGHT												
00291	N	N	N	N	04/17/2011	YAMHILL				2	14	STRGHT	07		(NONE)	N	N	CLR	FIX OBJ	01	NONE	0	STRGHT													
CITY					SU					CP	0	PACIFIC HW 95W																								
Y					4P					38.18		EDMUNSTON ST			{02}		N	DAY	INJ		PENGR CAR															
N					45 12					-123 12 1.3333429											01	NONE	0	STRGHT												
					12.2320054																															

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OREGON DEPARTMENT OF TRANSPORTATION - TRANSPORTATION DEVELOPMENT DIVISION  
TRANSPORTATION DATA SECTION - CRASH ANALYSIS AND REPORTING UNIT

CONTINUOUS SYSTEM CRASH LISTING

Highway 091 ALL ROAD TYPES, MP 37.96 to 38.23 01/01/2008 to 02/28/2017, Both Add and Not-Add mileage

091: PACIFIC HIGHWAY WEST

40 - 40 of 40 Crash records shown.

SRP	S	D	F	R	S	W	DATE	COUNTY	CITY	RD#	FC	CONTR#	NO CHAS	INT-TYPE	INT-SEL	OFFED	WTHR	CRASH	TRUCK QTY	SPEC USE	MOVE	FROM	TO	FW TYPE	SVRTY	E	X	RES	LOC	ERROR	ACT EVENT	CAUSE		
01194	N	N	H	11/07/2014	YAMHILL	URBAN AREA	2	14	CP	0	PACIFIC HW 99W	38.19	EDMONSTON ST	03	(NONE)	UNKNOW	N	DRY	OTH	01	NONE	0	STRAIGHT	SM-NE	01	DRVR	NONE	61	F	OR-Y	000	035	12	
NONE					MCMINNVILLE																											000	035	00
N				45	12	11.82	-123	12	2.07	5P					(02)		N	DUSK	PDO		PSNGR	CAR										000		
												009100200800																					00-25	



August 28, 2018

LINFIELD COLLEGE  
**Attn: LINFIELD COLLEGE**  
900 SE BAKER ST  
MCMINNVILLE OR, 97128

Site Address: 600 SW BAKER ST  
Tax Lot: R4420DD00200

**RE: Neighborhood meeting on Wednesday, September 19, 2018 at 6:00 PM**

Dear Neighbors,

In accordance with the City of McMinnville Planning Department requirements, MV Advancements has scheduled a neighborhood meeting to discuss our development plans for property located at 600 SE Baker Street. This meeting is an opportunity to view our conceptual site plan and address any questions you might have. We have received your contact information from the city, as a property owner located nearby.

**Meeting details:**

**Location:** McMinnville Community Center 600 NE Evans Street  
**Day/time:** Wednesday, September 19 at 6:00 PM

MV Advancements wishes to construct an office building to consolidate several programs as well as the company's administrative staff at the former Columbus School site located at 600 SE Baker Street in McMinnville. The property, currently owned by Linfield College includes a total acreage is 5.86, while the usable/buildable acreage is 2.93 and the remaining portion is impacted by wetlands and the 100 year flood plain.

MV Advancements (MVA) is a local non-profit corporation, founded in 1966 to provide employment, residential and community inclusion (involvement) supports to adults who experience intellectual and/or developmental disabilities. Our mission is to assist persons with disabilities to develop to their highest potential and achieve fulfilling lives. Our vision is that these adults will be fully supported to be involved in their community, developing meaningful relationships at work, at home and at leisure.

During Phase 1, MV Advancements intends to develop the site to include a corporate headquarters office building with approximately 10,000 sq/ft. This building will be a consolidation of several locations and services around our community and it will house approximately 50 employees including our administrative staff, employment staff, McMinnville Community Inclusion program, a training room and community space. Required off-street parking and landscaping will also be provided as part of this phase of development.

Phase 2 of the project would include up to 24 apartment units that would provide needed housing for people with intellectual/developmental disabilities as well as possible low-income senior housing.



The access to public transportation and the close access to other services and agencies within the community will create a real opportunity to improve the lives of the individuals we support.

The property is currently zoned R-4 – multi-family residential and we will be asking for a zone change to OR – Office/Residential as well as a comprehensive plan map amendment from Residential to Commercial.

A conceptual site plan has been enclosed for your review. We look forward to meeting you and in the meantime, if you have any questions, you may contact me at 503-687-2507 or via email at [kathy@mvadvancements.org](mailto:kathy@mvadvancements.org).

Sincerely

A handwritten signature in cursive script that reads "Kathy Schlotfeldt".

Kathy Schlotfeldt  
Executive Director

A handwritten signature in cursive script that reads "Dave Haugeberg".

Dave Haugeberg  
President

**Enclosures:**

Conceptual site plan

Map with location of proposed site

**MARCIA A. MIKESH**  
**ARCHITECT, INC**

524 SE Hombree St.  
McMinnville, OR 97128-6051  
P: 503.474.1900  
[www.goodhut.com](http://www.goodhut.com)  
[marcia@goodhut.com](mailto:marcia@goodhut.com)

See location D20 22 Bailey St, Middlesex, ON  
Current property owner: Laidlaw College  
Applicant: N/A  
Mailing Address: PO Box 20, Middlesex, ON N7L 2Z5  
Owner contact: N/A  
Call: (525) 765-1096 Fax: (525) 765-1096  
E-mail: (525) 765-1096  
Web: www.middlesex.ca

## Preliminary Not for Construction

4114 11-25-11

1. 500 grams dry weight per week for 10 weeks
2. 1000 grams dry weight per week for 10 weeks
3. 1500 grams dry weight per week for 10 weeks
4. 2000 grams dry weight per week for 10 weeks
5. 2500 grams dry weight per week for 10 weeks
6. 3000 grams dry weight per week for 10 weeks
7. 3500 grams dry weight per week for 10 weeks
8. 4000 grams dry weight per week for 10 weeks
9. 4500 grams dry weight per week for 10 weeks
10. 5000 grams dry weight per week for 10 weeks
11. 5500 grams dry weight per week for 10 weeks

NAME	DATE OF BIRTH	DATE OF DEATH	CAUSE OF DEATH
1. NAME	2. DATE OF BIRTH	3. DATE OF DEATH	4. CAUSE OF DEATH
5. NAME	6. DATE OF BIRTH	7. DATE OF DEATH	8. CAUSE OF DEATH
9. NAME	10. DATE OF BIRTH	11. DATE OF DEATH	12. CAUSE OF DEATH
13. NAME	14. DATE OF BIRTH	15. DATE OF DEATH	16. CAUSE OF DEATH
17. NAME	18. DATE OF BIRTH	19. DATE OF DEATH	20. CAUSE OF DEATH
21. NAME	22. DATE OF BIRTH	23. DATE OF DEATH	24. CAUSE OF DEATH
25. NAME	26. DATE OF BIRTH	27. DATE OF DEATH	28. CAUSE OF DEATH
29. NAME	30. DATE OF BIRTH	31. DATE OF DEATH	32. CAUSE OF DEATH
33. NAME	34. DATE OF BIRTH	35. DATE OF DEATH	36. CAUSE OF DEATH
37. NAME	38. DATE OF BIRTH	39. DATE OF DEATH	40. CAUSE OF DEATH
41. NAME	42. DATE OF BIRTH	43. DATE OF DEATH	44. CAUSE OF DEATH
45. NAME	46. DATE OF BIRTH	47. DATE OF DEATH	48. CAUSE OF DEATH
49. NAME	50. DATE OF BIRTH	51. DATE OF DEATH	52. CAUSE OF DEATH
53. NAME	54. DATE OF BIRTH	55. DATE OF DEATH	56. CAUSE OF DEATH
57. NAME	58. DATE OF BIRTH	59. DATE OF DEATH	60. CAUSE OF DEATH
61. NAME	62. DATE OF BIRTH	63. DATE OF DEATH	64. CAUSE OF DEATH
65. NAME	66. DATE OF BIRTH	67. DATE OF DEATH	68. CAUSE OF DEATH
69. NAME	70. DATE OF BIRTH	71. DATE OF DEATH	72. CAUSE OF DEATH
73. NAME	74. DATE OF BIRTH	75. DATE OF DEATH	76. CAUSE OF DEATH
77. NAME	78. DATE OF BIRTH	79. DATE OF DEATH	80. CAUSE OF DEATH
81. NAME	82. DATE OF BIRTH	83. DATE OF DEATH	84. CAUSE OF DEATH
85. NAME	86. DATE OF BIRTH	87. DATE OF DEATH	88. CAUSE OF DEATH
89. NAME	90. DATE OF BIRTH	91. DATE OF DEATH	92. CAUSE OF DEATH
93. NAME	94. DATE OF BIRTH	95. DATE OF DEATH	96. CAUSE OF DEATH
97. NAME	98. DATE OF BIRTH	99. DATE OF DEATH	100. CAUSE OF DEATH

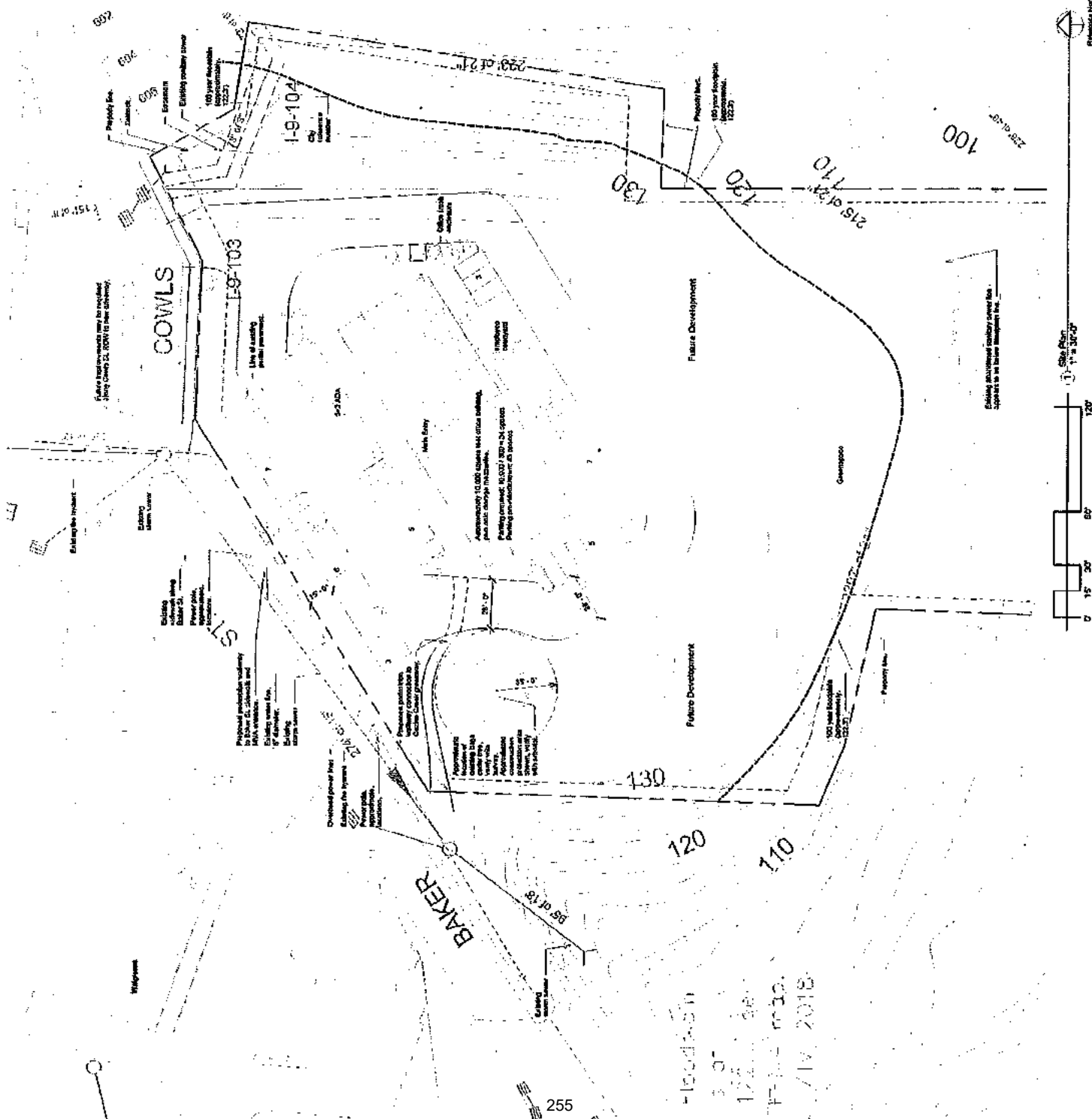
## New Site for

## Site Plan

Case no.	810825218
Printed number	2018102

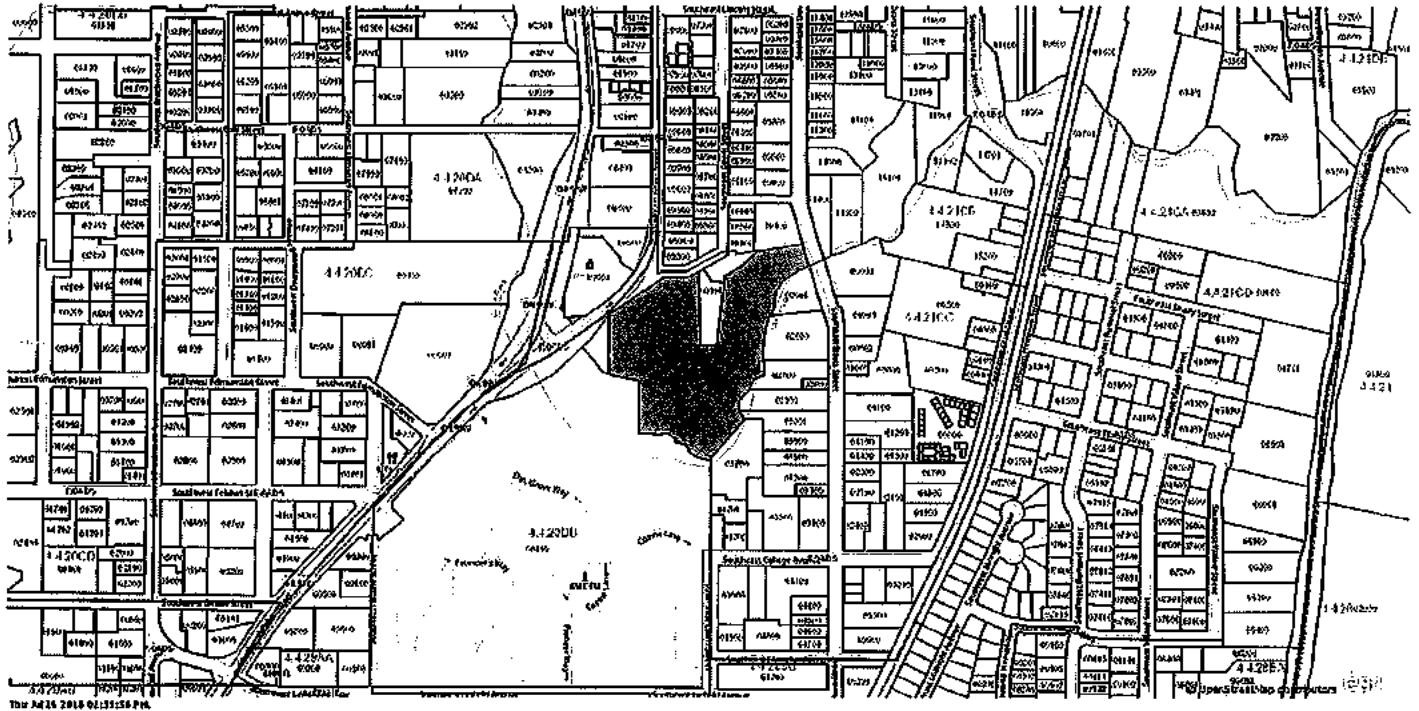
A1

**2.000**

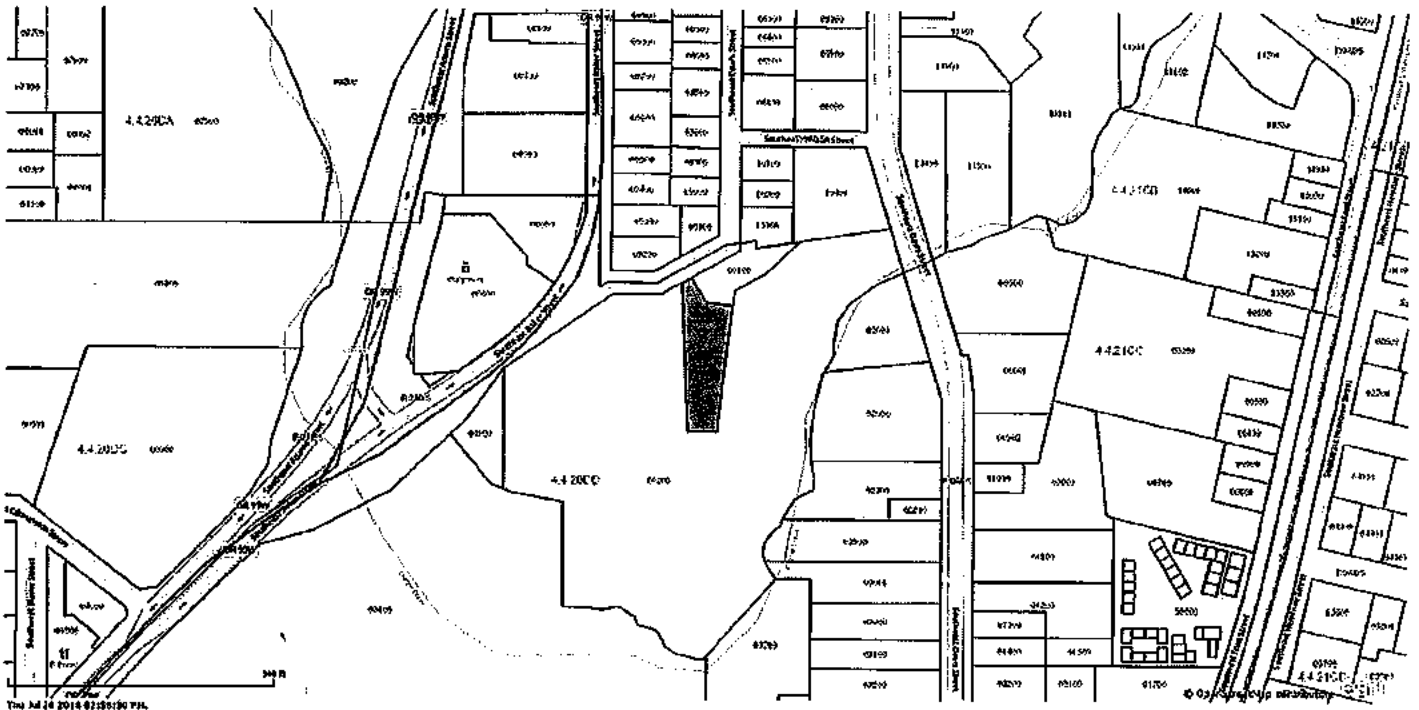


# LOCATION OF PROPOSED SITE

Linfield Property  
155423



Linfield Property  
155414





Nightyber need meeting - Lee SE Baker street

Planning list

Map No.	Tax Lot	Site Address	Owner	Attn:	Mailing Address	City State	Zip
1	R4421CB14800	n/a	WICHART FRANK	WICHART FAMILY TRUST	931 SW ORACLE ST	MCMINNVILLE OR	97128
2	R4421CB10200	516 SE COWLS ST	BEAM KAARINA J	BEAM KAARINA J	516 SE COWLS ST	MCMINNVILLE OR	97128
3	R4420DD00690	n/a	OREGON STATE	PROPERTY SUPERVISOR	412 TRANSPORTATION	SALEM OR	97310
4	R4421CC02700	731 SE DAVIS ST	DECHATELET EDWARD L	DECHATELET EDWARD L	731 SE DAVIS ST	MCMINNVILLE OR	97128
5	R4421CC03000	925 SE DAVIS ST	PERALTA SALVADOR &	PERALTA SALVADOR &	925 SE DAVIS ST	MCMINNVILLE OR	97128
6	R4421CB14400	510 SE DAVIS ST	OAK CREEK RENTALS LLC	OAK CREEK RENTALS LLC	570 SE DAVIS ST	MCMINNVILLE OR	97128
7	R4421CC00900	n/a	MCMINNVILLE CITY	MCMINNVILLE CITY OF	230 NE 2ND ST	MCMINNVILLE OR	97128
8	R4420DD00100	600 SE COWLS ST	LAURANCE DAVID B TRUSTEE	LAURANCE DAVID B TRUSTEE	8071 SLEEPY HOLLOW RD NE	WOODBURN OR	97071
9	R4420DD00400	900 SW BAKER STREET - MAIN CAMPUS	UNFIELD COLLEGE	UNFIELD COLLEGE	535 NE 5TH ST	MCMINNVILLE OR	97128
10	R4421CC03800	315 SE COLLEGE AVE	UNFIELD COLLEGE	UNFIELD COLLEGE	535 NE 5TH ST	MCMINNVILLE OR	97128
11	R4421CC03700	325 SE COLLEGE AVE	BICKFORD TARIN L	BICKFORD TARIN L	325 SE COLLEGE AVE	MCMINNVILLE OR	97128
12	R4421CC03701	323 SE COLLEGE AVE	WITTROCK BONNIE LEE	WITTROCK BONNIE LEE	13655 NW BERRY CREEK RD	MCMINNVILLE OR	97128
13	R4421CC02600	715 SE DAVIS ST	FRIBERG TWILA M	FRIBERG TWILA M	715 SE DAVIS ST	MCMINNVILLE OR	97128
14	R4421CB09400	510 SE BAKER ST	RKJ PROPERTIES LLC	RKJ PROPERTIES LLC	14275 SW PEAVINE RD	MCMINNVILLE OR	97128
15	R4420DD00200	600 SW BAKER ST	UNFIELD COLLEGE	UNFIELD COLLEGE	900 SE BAKER ST	MCMINNVILLE OR	97128
16	R4421CB09300	520 SE BAKER ST	RKJ PROPERTIES LLC	RKJ PROPERTIES LLC	14275 SW PEAVINE RD	MCMINNVILLE OR	97128
17	R4421CB09000	545 SE COWLS ST	DEPPE MATTHEW G	DEPPE MATTHEW G	545 SE COWLS ST	MCMINNVILLE OR	97128
18	R4421CC00901	708 SE DAVIS ST	BAREFOOT DAVIS LLC	BAREFOOT DAVIS LLC	PO BOX 3993	TUALATIN OR	97062
19	R4421CC02601	n/a	MCMINNVILLE CITY	MCMINNVILLE CITY OF	% CITY HALL	MCMINNVILLE OR	97128
20	R4421CC03200	1005 SE DAVIS ST	SANDERLIN SHELLY G	SANDERLIN SHELLY G	1005 SE DAVIS ST	MCMINNVILLE OR	97128
21	R4421CC02900	801 SE DAVIS ST	BICKELL JASON L &	BICKELL JASON L &	801 SE DAVIS ST	MCMINNVILLE OR	97128
22	R4421CC03702	321 SE COLLEGE AVE	SOUTHAL LARRY & JANET	SOUTHAL LARRY & JANET	1520 SW 2ND ST	MCMINNVILLE OR	97128
23	R4420DD00500	527 SE BAKER ST	PARK WEST PROPERTIES INC	PARK WEST PROPERTIES INC	12670 SW 68TH SUITE 300	TIGARD OR	97223
24	R4421CB08800	435 SE COWLS ST	GRANT RANDY R & SUSAN M	GRANT RANDY R & SUSAN M	435 SE COWLS ST	MCMINNVILLE OR	97128
25	R4420DD00300	n/a	UNFIELD COLLEGE	UNFIELD COLLEGE	900 SW BAKER ST	MCMINNVILLE OR	97128
26	R4421CB14300	504 SE DAVIS ST	DRUSE STEPHEN E	DRUSE STEPHEN E	20101 SW TENINO CT	TUALATIN OR	97062
27	R4421CB14500	550 SE DAVIS ST	OAK CREEK RENTALS LLC	OAK CREEK RENTALS LLC	570 SE DAVIS ST	MCMINNVILLE OR	97128
28	R4421CC03600	327 SE COLLEGE AVE	CASTRO JOSEPH L	CASTRO JOSEPH L	3280 WESTSIDE RD	MCMINNVILLE OR	97128
29	R4420DA08500	500 SW ADAMS ST	WOBEL CONNECTIONS LLC	WOBEL CONNECTIONS LLC	19173 SW PEAVINE RD	MCMINNVILLE OR	97128
30	R4421CB10400	360 SE WILSON ST	THE BERRY HOUSE LLC	THE BERRY HOUSE LLC	PO BOX 782	MCMINNVILLE OR	97128
31	R4421CB09500	n/a	RKJ PROPERTIES	RKJ PROPERTIES LLC	14275 SW PEAVINE RD	MCMINNVILLE OR	97128
32	R4421CB10100	508 SE COWLS ST	WOZNY NICOLE	WOZNY NICOLE	508 SE COWLS ST	MCMINNVILLE OR	97128
33	R4420DD00600	603 SE BAKER ST	EASTERN WESTERN CORPORATION	EASTERN WESTERN CORPORATION	PO BOX 3228	PORTLAND OR	97208
34	R4421CB05900	505 SE DAVIS ST	BISCHOFF DONNA M TRUST	BISCHOFF DONNA M TRUST	505 SE DAVIS ST APT 2	MCMINNVILLE OR	97128
35	R4421CB08900	535 SE COWLS ST	WINE COUNTRY PROPERTIES LLC	WINE COUNTRY PROPERTIES LLC	PO BOX 1707	MCMINNVILLE OR	97128
36	R4421CB09200	523 SE BAKER ST	RKJ PROPERTIES LLC	RKJ PROPERTIES LLC	14275 SW PEAVINE RD	MCMINNVILLE OR	97128
37	R4420DD00690	n/a	OREGON STATE	PROPERTY SUPERVISOR	412 TRANSPORTATION	SALEM OR	97310
38	R4421CB09100	547 SE COWLS ST	KUMP KEVIN	KUMP KEVIN	660 THE VILLAGE APT 107	REDONDO BEACH CA	90277
39	R4421CC03001	813 SE DAVIS ST	STOKES DEVIN B	STOKES DEVIN B	813 SE DAVIS ST	MCMINNVILLE OR	97128
40	R4421CB10300	520 SE COWLS ST	HAMILTON LOYAL J &	HAMILTON LOYAL J &	PO BOX 523	MCMINNVILLE OR	97128
41	R4420DD00101	n/a	UNFIELD COLLEGE	% MELORE HALL	900 SW BAKER ST	MCMINNVILLE OR	97128
42	R4421CC03100	927 SE DAVIS ST	FRICKE ERIC C & PEGGY L	FRICKE ERIC C & PEGGY L	PO BOX 1240	MCMINNVILLE OR	97128
43	R4421CB08700	421 SE COWLS ST	WHYTE WISWALL TRUST	WHYTE WISWALL TRUST	421 SE COWLS ST	MCMINNVILLE OR	97128
44	R4421CB13101	n/a	MCMINNVILLE CITY	MCMINNVILLE CITY OF	230 NE 2ND ST	MCMINNVILLE OR	97128
45	R4421CB09600	440 SE BAKER ST	RKJ PROPERTIES LLC	RKJ PROPERTIES LLC	14275 SW PEAVINE RD	MCMINNVILLE OR	97128
46	R4421CC02800	745 SE DAVIS ST	SMITH ROLAND L	SMITH ROLAND L	PO BOX 1081	WRIGHTWOOD CA	92397
47	R4421CC03500	369 SE COLLEGE AVE	369 COLLEGE AVE INC	369 COLLEGE AVE INC	PO BOX 746	HILLSBORO OR	97123
48	R4421CB06100	424 SE COWLS ST	SPALDING TERESA A	SPALDING TERESA A	1625 NW MICHELBOOK LN	MCMINNVILLE OR	97128
49	R4421CC00902	728 SE DAVIS ST	BAREFOOT DAVIS II LLC	BAREFOOT DAVIS II LLC	PO BOX 3993	TUALATIN OR	97062
50	R4421CB06000	545 SE DAVIS ST	OAK CREEK RENTALS LLC	OAK CREEK RENTALS LLC	3204 NE GRANDHAVEN DR	MCMINNVILLE OR	97128











**Neighborhood Meeting Agenda  
September 19, 2018 at 6:00 PM  
McMinnville Community Center  
600 NE Evans St. McMinnville, OR 97128**

1. Introductions/background of MV Advancements (DaveH)  
Reason for the project: community and clients (Kathy)

2. Review of conceptual site plan (Dean)

Major elements of proposal:

- Building height – no more than 35 feet
- Adequate off street parking provided
- Traffic study supports that there is adequate capacity for the development
- Landscaping will be provided as part of the development

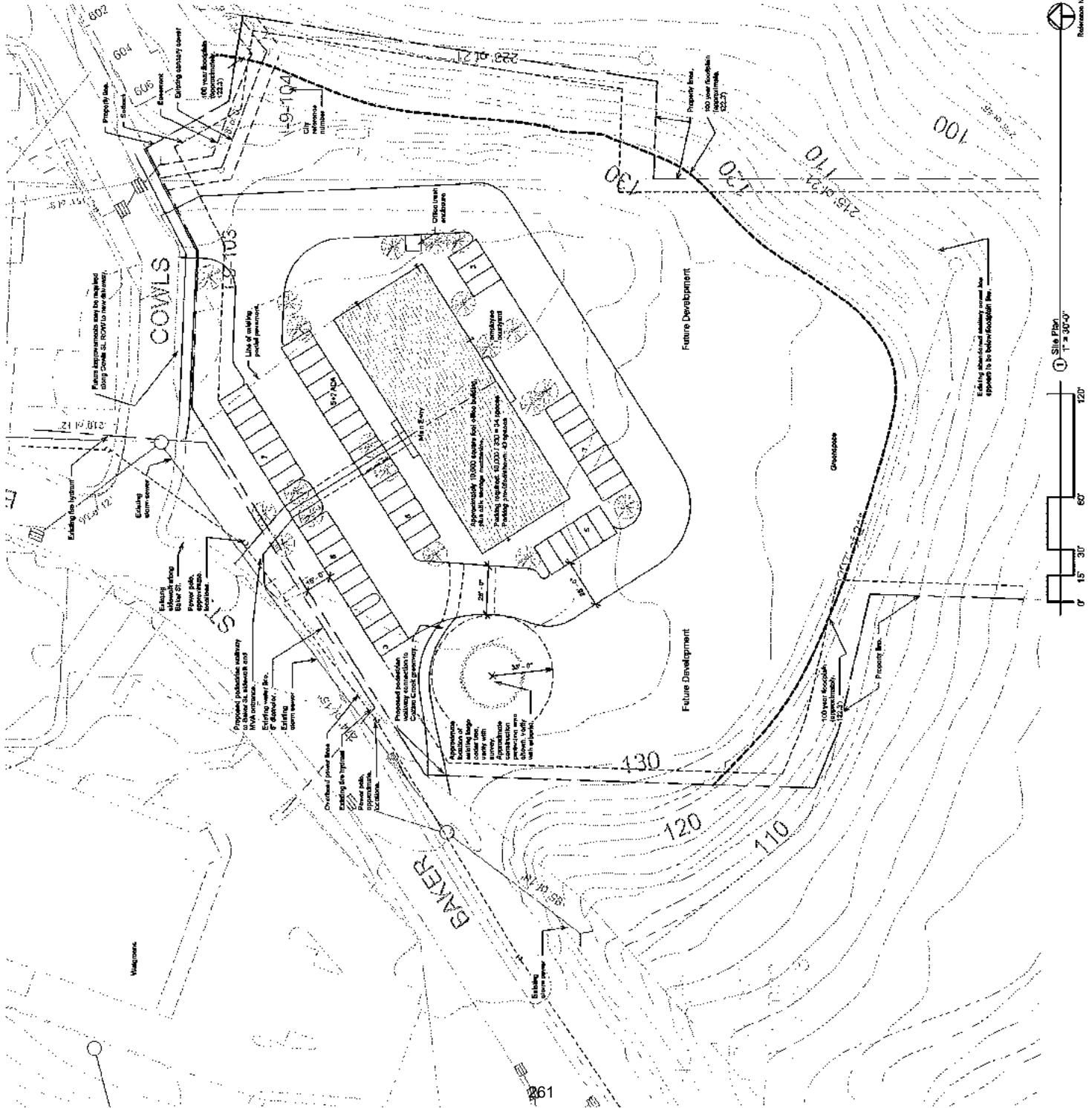
3. Zone change requested (DaveH)

**Current zoning:** R4 multifamily residential up to 83 units

**Proposed zoning:** OR (office/residential) – a commercial building with about 10,000 sq/ft and approximately 50 employees with the potential for a limited number of housing units limited to persons with disabilities and/or seniors

**Comprehensive plan map amendment:** from Residential to Commercial

4. Questions/closing – (Kathy)







# mv advancements

ENHANCING LIVES

## Visitor Sign In

Neighborhood Meeting

McMinnville Community Center

Wednesday, September 19, 2018 6pm-8pm

Print Name

Address

Email

1. Kris Lavrance	8071 Steep Hollow Rd NE McMinnville	woodsum@notmail.com
2. Terry <del>Smith</del> Schmidt	825 SW Hilary St, McMinnville	
3. LuAnn Anderson	1753 NW Wallace Rd, McMinnville, OR	
4. Mike Schmidt	825 SW Hilary McMinnville	
5. David Langenberg	13951 NW, U: 43520 McMinnville	
6. Mary Ann Rodriguez	1116 SW Russ Lane McMinnville OR 97128	
7. John McKeegan	815 NW Yamhill St. McMinnville	
8. Dylan Kiger	450 W 7th St McMinnville, OR 97128	
9. Carol Miller	298 SE Hilary St - McMinnville, OR	
10. Shelly Sanderlin	1005 SE Davis St McM.	
11. Rick John	448 S. Baker McM	
12. Jani Claypool	90 Alder St, Dayton	
13. Marie & David Guillian	P.O. Box 1416, McMinnville	
14. Tamara K Maxwell	124 SE Edwards McMinnville, OR 97128	
15. Duan Klaus		
16. Kathy Schlotfeldt		
17. Marcia M'Kish		
18.		

Print Name Address Email

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**Meeting notes/comments received from 9/19/18 neighborhood meeting re: Linfield property located at 600 SE Baker Street**

There were 15 guests in attendance as well as presenters Dave Haugeberg, Dean Klaus and Kathy Schlotfeldt

**Questions/comments received:**

1. Is Cows Street the only access/entrance to the property? Answer: yes
2. You state that you will have 50 employees, but do you have enough parking? Answer: yes, we will provide sufficient off street parking in excess of City requirements.
3. There is already a traffic concern on Cows Street will the development make this worse? Answer: We have a traffic study that indicates that there is sufficient capacity for the development. Further, based upon discussions with City staff, it was agreed that impact along Cows Street would be minor enough (due to the narrow nature of the street: ie: traffic flows to where it moves most freely) that it was not included in the study area.
4. Do you plan to develop the entire acreage, even the flood plain? Answer: Our plan is to develop only the property above the 100 year flood plain.
5. When will you do a survey of the property? Answer: In order to reduce costs, we are waiting until we have assurance that the zone change is likely.
6. There is a concern about current traffic flows on Baker Street north, past Cows Street and in front of Hagan Hamilton. Is there any way to sequence the lights on Baker Street to address? Answer: MVA is willing to work with other businesses to address this concern about the flow of traffic on Baker Street with the City.
7. Will this re-zoning application impact any other property? Answer: No, only the Linfield property located at 600 SE Baker Street.

Note: This information was included in the application but no revisions to the application were made based upon the feedback from the neighborhood meeting.





**City of McMinnville**  
**Planning Department**  
231 NE Fifth Street  
McMinnville, OR 97128  
(503) 434-7311

[www.mcminnvilleoregon.gov](http://www.mcminnvilleoregon.gov)

# MINUTES

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**December 20, 2018**  
**Planning Commission**  
**Regular Meeting**

**6:30 pm**  
**McMinnville Civic Hall, 200 NE 2<sup>nd</sup> Street**  
**McMinnville, Oregon**

**Members Present:** Chair Roger Hall, Commissioners: Erin Butler, Martin Chroust-Masin, Susan Dirks, Gary Langenwaller, Roger Lizut, Zach Geary, Lori Schanche, and Erica Thomas

**Members Absent:** None

**Staff Present:** Chuck Darnell – Senior Planner, Heather Richards – Planning Director, Tom Schauer – Senior Planner, and David Koch – City Attorney

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## 1. Call to Order

Chair Hall called the meeting to order at 6:30 p.m.

## 2. Citizen Comments

None

## 3. Approval of Minutes

- **August 16, 2018** (Exhibit 1a)
- **November 15, 2018** (Exhibit 1b)

Chair Hall called for action on the Planning Commission minutes from the August 16 and November 15, 2018 meetings. Commissioner Dirks MOVED to APPROVE the minutes as presented; SECONDED by Commissioner Chroust-Masin. Motion CARRIED 9-0.

## 4. Public Hearings:

### A. **Appeal of Historic Landmarks Committee Decision (AP 2-18)** - (Exhibit 2)

Request: Appeal of the Historic Landmarks Committee's decision on a recent Certificate of Approval for Alteration application (HL 10-18). The decision being appealed is a denial of a proposal to replace and install new railings around the front and side porches of a residential structure that is listed on the Historic Resources Inventory as a historic landmark. Specifically, the proposal was denied based on the proposed building

materials not being compatible with the existing building materials of the historic landmark.

Applicant: Terry Hall, on behalf of property owner Jeff Sauter

Chair Hall opened the public hearing and read the hearing statement. He asked if there was any objection to the jurisdiction of the Commission to hear this matter. There was none. He asked if any Commissioner wished to make a disclosure or abstain from participating or voting on this application. There was none. Chair Hall asked if any Commissioner needed to declare any contact prior to the hearing with the applicant or any party involved in the hearing or any other source of information outside of staff regarding the subject of this hearing. There was none. Chair Hall asked if any Commissioner had visited the site. If so, did they wish to discuss the visit to the site? All of the Commission had visited the site. There was no discussion regarding the visits.

Senior Planner Darnell presented the staff report. This was an appeal of a Historic Landmarks Committee decision on a recent Certificate of Approval for Alteration application for 219 SE Lincoln Street. He gave a background on the historic inventory of the City and applications that required a Certificate of Approval. He explained the definition of an alteration. The property had a residential structure that was designated as a significant resource, which was the second highest tier on the inventory. He discussed photos showing how the key architectural features were still on the house today. The Historic Landmarks Committee (HLC) discussed this application in September. It was after the project had been started that the contractor became aware it had to go the HLC. The project included improvements to the front porch and additional railings. The HLC had determined that the railings were an alteration because they were an addition to the structure that resulted in a larger change to the appearance and a Certificate of Approval was needed. The HLC had been concerned about the composite material being proposed. The contractor did submit an application and stated the railings had been in place at one point based on what he saw on the columns of the porch and was only proposing to add them back using the composite material. The Certificate of Approval application was reviewed in October and the HLC denied the application. The applicant was appealing that decision. He explained the review criteria for an alteration of a historic landmark and reviewed the findings made by the HLC for denial of the application. The Committee found that the proposed composite polymer material was not compatible with the original wood materials of the porch and the material was not visually compatible with the historic design of the porch. Overall the Committee did not have a problem with the addition of the railing because it fit with the form and style of the home, but it was the material that was the issue. The Committee thought the applicable treatment for the house was rehabilitation per the Guidelines for Historic Preservation as published by the Secretary of the Interior. Using the rehabilitation guidelines, their finding was that the proposed material was not compatible as a substitute material. The appellant thought the proposed material was physically and visually compatible. They thought the railing looked like wood and was virtually identical. They also stated wood was more difficult to maintain. They thought their application matched the old in composition, design, color, and texture. Regarding the Secretary of the Interior's Guidelines for Historic Preservation, the appellant thought it gave greater latitude to replacing missing features using the same or compatible material and they thought the material was compatible. Staff recommended denial of the appeal based on the HLC's interpretation and findings.

Commissioner Langenwaller asked from how far away did appearance matter? Was it a couple of feet or from the sidewalk?

Senior Planner Darnell said there was no specific measure of that. The criteria called for physical and visual compatibility. It was also about the materials being used and whether they were compatible with the historic materials on the building.

Commissioner Chroust-Masin asked if this was a unanimous decision of the HLC. Senior Planner Darnell said yes, it was.

Commissioner Chroust-Masin asked how they knew what the railing looked like if it was not in the pictures from the Inventory. Senior Planner Darnell agreed there were no previous historic pictures showing railings. There were two sections of railings present on the house prior to the work beginning. The appellant had proposed to add them back and they did not know if the railings were never there or removed at some point in time.

Commissioner Schanche asked if there was discussion about the wrought iron railing that went down the stairs that was in the pictures. Senior Planner Darnell said there was not discussion regarding the railing on the steps. There was a lot of discussion regarding the two sections that existed on the porch that were wood.

Commissioner Langenwaller said in the HLC minutes, it was originally staff's recommendation to approve the application with the condition that the paint matched appropriately. Now staff was recommending denial. What had changed staff's mind? Senior Planner Darnell said the original staff recommendation was based on the proposed materials and whether they could be designed to be compatible visually. The HLC focused on the materials and found that the polymer material was not compatible. That was the most important to them to maintain the historic character of the building. Staff was supporting that decision.

Planning Director Richards clarified staff was representing the HLC's recommendation based on the findings the HLC made.

Commissioner Butler asked if the appellant had already put the railings on. Senior Planner Darnell confirmed the work had already been done.

Appellant: Terry Hall, contractor, showed an example of the railing that had been used. It had already been installed. He had not tried to intentionally break the rules, but when he received a letter from staff he thought it meant that he could install and paint it. Everyone thought it looked like the original railings and that if the material had been available it would have been used by those who built the house. Wood was expensive and required more maintenance.

Commissioner Chroust-Masin asked if they had to change the railing, how much more would it cost and who would be responsible for the bill. City Attorney Koch explained the Commission was not allowed to take into consideration the cost if someone did something that was not permitted and they had to undo it. They could discuss the financial burden of complying originally with the requirements.

Mr. Hall said the cost for building a wood railing was twice as much initially and every three years something would have to be done to it that would continue to cost money. The material that was used would not need that maintenance.

Commissioner Schanche did not think the spacing of the new railing was the same as the spacing of the original railing.

Mr. Hall explained today's code did not allow the same spacing.

Proponents: Jeff Sauter, McMinnville resident, said he and his wife owned this property. The horizontal portions of the rails almost exactly matched the original. To install them with wood would require the rails to be milled which was very expensive. The only difference between the original railings and the new ones was the vertical balustrades. They could tell where the original ones were by the markings on the posts and they had two original sections on the west side of the porch.

Opponents: None

The appellant waived the 7 day period for submitting final written arguments in support of the application.

Chair Hall closed the public hearing.

Commissioner Chroust-Masin said regarding the spacing of the railing, the spacing was directed by code. He had visited the site and did not think anyone could tell it was not wood unless they touched it. He thought it was foolish to make the appellant remove it. No one knew what was there originally and it would place a financial burden on the appellant.

Commissioner Butler agreed with Commissioner Chroust-Masin.

Commissioner Schanche said owning a historic property was a lot of responsibility and for historic homes it was typical to only use wood materials. She was in favor of denying the appeal.

Commissioner Lizut had served on historic preservation committees in the past and the real concern was setting a precedent. Ownership of historic homes came with burdens and it was clear what the code said. He also was in favor of denying the appeal.

Commissioner Chroust-Masin pointed out home owners could apply to opt-out from the historic inventory. Senior Planner Darnell explained the process that would be required to request a removal of an existing property from the inventory, and clarified that there were still review criteria that would apply to that type of request that must be satisfied.

Commissioner Geary did not want to pretend to do the work of the HLC. He would look at it as a policy decision. The applicant failed to meet five key criteria and allowing the decision to be appealed and allowing the use of this material set a dangerous precedent. They wanted to protect the City's historic homes and to keep with the policies that had been set. He was in favor of denying the appeal.

Based on the findings of fact, conclusionary findings for approval, and materials submitted by the applicant, Commissioner Lizut MOVED to DENY AP 2-18. SECONDED by Commissioner Schanche. The motion PASSED 6-3 with Commissioners Chroust-Masin, Langenwalter, and Butler opposed.

**B. Comprehensive Plan Map Amendment, Zone Change, and Planned Development Amendment 600 SE Baker Street (CPA 2-18, ZC 4-18, & PDA 1-18) (Exhibit 3)**

Request: Approval to amend the Comprehensive Plan Map designation of a property from Residential to Commercial, and to rezone the property from R-4 PD (Multiple-Family

Residential Planned Development) to O-R (Office Residential) to allow for an office use and multiple family residential units to be developed on the property. The proposed zone change would also result in the removal of the property from the Linfield College Master Plan area and Planned Development Overlay District, which requires a Planned Development Amendment to adjust the Linfield College Master Plan boundary.

Location: The subject site is zoned R-4 PD (Multi-Family Residential Planned Development) and is located at 600 SE Baker Street. It is more specifically described as Tax Lots 101 & 200, Section 20DD, T.4 S., R. 4 W., W.M.

Applicant: Kathy Schlotfeldt, on behalf of MV Advancements

Chair Hall opened the public hearing and read the hearing statement. He asked if there was any objection to the jurisdiction of the Commission to hear this matter. There was none. He asked if any Commissioner wished to make a disclosure or abstain from participating or voting on this application.

Commissioner Chroust-Masin said he knew Mr. and Mrs. Haugeberg well, but would not be abstaining from the decision.

Chair Hall asked if any Commissioner needed to declare any contact prior to the hearing with the applicant or any party involved in the hearing or any other source of information outside of staff regarding the subject of this hearing. There was none. Chair Hall asked if any Commissioner had visited the site. If so, did they wish to discuss the visit to the site? Most of the Commission had visited the site. There was no discussion regarding the visits.

Senior Planner Darnell provided the staff report. This was a request for a Comprehensive Plan amendment from residential to commercial, zone change from R-4 PD to O-R, and planned development amendment for 600 SE Baker Street. There was a flood plain designation on this property and the applicant was not proposing to change that area. The applicant submitted a concept plan showing the intended development of the site. This was not a development application, however, and did not require development review. The Comprehensive Plan amendment needed to be consistent with the goals and policies of the Comprehensive Plan and this application met that criterion by preserving natural resources, providing cultural and social services, providing economic opportunities, and providing needed land types. The surrounding area was focused on the Highway 99W corridor and commercial areas. Regarding the zone change, the application would provide affordable housing, promote a residential development pattern that was land intensive, and provide unique and innovative development techniques. In regard to taking away residential land, the applicant was requesting the O-R zone which would allow for a mix of office, small scale commercial, and multiple family residential uses. They intended to construct up to 24 residential units. The current owner of the property, Linfield College, was in support of limiting the number of units to 24 in addition to office use. They would also restrict the uses to residential uses that were in conjunction with MV Advancements services or for senior housing. The policies that applied to multiple family residential were that the property was not committed to low density development, it was buffered by topography or other means, it had direct access onto a major collector or arterial, it was not subject to development limitations, it had existing facilities for development, and it was located near transit, commercial uses, and open space. The application met most of these policies and the O-R zone had setbacks and building height restrictions that would allow for a transition to the residential uses that existed to the east. Some of the factors that were not being immediately achieved were access to a major collector or arterial as access would be off of Cows Street and it was

not adjacent to public or private open space. The flood plain would be preserved as natural open space and it was up to the Commission if that would satisfy the requirement. The surrounding area was a mixture of zoning and commercial zones. The O-R zone was meant to be a transition zone between commercial and residential and the location of this property met that intent. Utilities and services were able to be provided on the site. The traffic impact analysis showed that most of the traffic was expected to go out on Baker. None of the nearby intersections would have reduced level of service and the Transportation Planning Rule had been satisfied. He explained how the traffic analysis included a worst case scenario of a 50,000 square foot office building that would still not reduce the level of service and pointed out that the applicant was proposing a 10,000 square foot building plus the 24 residential units. Regarding the planned development amendment, he gave a background on the Linfield College Master Plan and how the boundary of the campus was being proposed to remove this property. Staff recommended approval of the application with the condition to change the boundary of the Linfield College Master Plan.

Commissioner Chroust-Masin asked if the property was always zoned R-4. Senior Planner Darnell said it had been zoned R-4 at least since 1981.

Commissioner Dirks asked if they could include a condition for landscaping between Baker and the parking spaces. Senior Planner Darnell said that the Planning Commission was not reviewing the proposed concept plan, and that type of condition would not be related to the zone change request or any applicable review criteria. He stated that there was landscaping criteria for development applications, which would be applied at the time of landscape plan review.

Commissioner Butler asked if part of the Linfield College Trail was on this parcel. Senior Planner Darnell said the trail was west of the property line.

Applicant: Dave Haugeberg, president of MV Advancements, gave a history of how MV Advancements was started in order to provide social services and housing and employment opportunities for the disabled. Recently they were trying to provide clients with community based employment. They had grown with the community's needs and had about 270 clients and 160 employees. This application would help provide a facility for their work as they were bursting at the seams.

Kathy Schlotfeldt, Executive Director of MV Advancements, said they were proud of the fact that every person employed made minimum wage or higher. They were in need of having all of the administrative and programming staff under one roof for better efficiencies and communication. This property was unique in the community and would be a statement about how McMinnville felt about people with disabilities. They were citizens like everyone else.

Commissioner Schanche suggested making sure there would be a safe entry off of Cows and a bike rack.

Commissioner Dirks asked if they would be the only ones in the office building. Ms. Schlotfeldt said at this point they did not intend to rent out any of the office building. They wanted to offer their training room as a community space. Developing the property was a priority and the first phase would be the needed office space. The residential units would be later after research and funding was secured.

Proponents: None

Opponents: Mark Davis, McMinnville resident, was supportive of what was being proposed, however he was concerned about land use. The City needed more R-4 land and he thought this proposal was taking the City in the wrong direction by taking away R-4 land and making it commercial land. It was difficult to find sites for multiple family projects and this was a perfect site for R-4. He thought the application was incorrect in the interpretation of the economic opportunities analysis and deficit of commercial land. He did not think in any of the discussions there was agreement to use residential land to make up the deficit. He read the purpose of the Office-Residential zone from the code and explained how he did not think it was the appropriate zone for this property. This was not the appropriate place for the MV Advancements project and did not meet the requirements of the zoning ordinance.

Rebuttal: Mr. Haugeberg said there was also a shortage of commercial land in the City. If this project was going to go forward, MV would be very constrained in opportunities if they could not use this land.

Ms. Schlottfeldt said they had looked at other sites and had found nothing that was as suitable as this property. This would bring housing for seniors and people with disabilities and the Office-Residential was a buffer between residential and commercial. She thought it met the code requirements.

Mr. Haugeberg said if they drove down the highway and looked at the property and the surrounding area, the property looked like it should be commercial. He agreed there was a shortage of R-4, but the City was conducting a study on the need to expand the Urban Growth Boundary and this piece would not make a difference to residential. It would have a critical impact on the social services in this community and MV's opportunity to provide those services.

Commissioner Geary asked since MV was consolidating their operations to this space, what other places would they no longer be using that could be available for another use.

Ms. Schlottfeldt explained the properties in the City that they would be vacating and how they were zoned industrial and commercial.

Commissioner Chroust-Masin asked if any of those properties could be zoned R-4. Ms. Schlottfeldt did not think so as none of them would be ideal residential sites.

Commissioner Chroust-Masin asked if they could split zone the property to be both commercial and residential. Senior Planner Darnell said possibly, but the City was moving away from encouraging split zoning, and that the current request before the Commission did not include that split zoning.

The applicant waived the 7 day period for submitting final written arguments in support of the application.

Chair Hall closed the public hearing.

Commissioner Chroust-Masin said Baker Street was ideal for commercial use. However, Mr. Davis had a good point and he thought they should look to see if there was a property that could be changed to R-4 in exchange.

Planning Director Richards said the housing needs analysis showed a deficiency in R-4. There had been some rezoning of properties to R-4. There was also a deficit of commercial properties.

Staff would continue to encourage R-4 zoning when it came forward as a request from an applicant. The request before the Commission was rezoning from R-4 to Commercial.

Commercial Dirks asked because this had been zoned R-4 for a long time, had any building permit requests been submitted to build residential on this property?

Planning Director Richards said the Housing Authority had been looking for additional property for projects in the last two years, and had looked at this property. There were reasons they did not go after it. Since there was limited land, people had been looking at property for different uses.

Commissioner Chroust-Masin thought the original plan was for Linfield to put more dormitories on this property.

Commissioner Butler thought this project was needed in the community, however there was also a need for R-4 and housing in the City. This property had more of a neighborhood feel and she did not think it was the right place for this project. She was not in favor of the zone change.

Commissioner Langenwaller said the applicant would eventually be building housing. He was not in favor of restricting the housing height to two stories and thought there should be more stories with an elevator as long as it did not destroy the feel of the neighborhood.

Commissioner Geary thanked Mr. Davis for standing up for R-4. He thought those concerns were relevant. The City was working on creating more R-4 and he thought they would be successful in doing so. This project was a fantastic use of the property and he was in favor of the project.

Commissioner Dirks clarified after reading the letter from Linfield that they had been approached by other buyers, but would not sell the property if it resulted in the development of maximum capacity high density housing.

Commissioner Butler did not think that was a reason to rezone the property.

Commissioner Dirks suggested adding conditions to the application. One was to preserve the two large trees in the corner of the property and the other was that the greenspace percentage be counted as a percentage of only the O-R zoned property and not counting the flood plain area.

Senior Planner Darnell read the potential condition staff had written requiring 7% of the site to be open space for the multiple family residential development not including the flood plain area.

Commissioner Langenwaller thought using the flood plain as open space was acceptable.

Planning Director Richards clarified they would not allow any structural improvements in the flood plain such as playground equipment. They would allow paths.

Commissioner Dirks agreed the flood plain was open space, but nothing could be installed, such as picnic tables or benches, for people to enjoy the outdoors.

There was consensus to preserve the trees and not include the flood plain in the open space calculation.



Based on the findings of fact, conclusionary findings for approval, and materials submitted by the applicant, Commissioner Geary MOVED to recommend approval of CPA 2-18, ZC 4-18, & PDA 1-18 to the City Council subject to the conditions of approval provided in the decision document and as proposed in the staff presentation and to add preservation of the two trees per Comprehensive Plan Policy 80. SECONDED by Commissioner Langenwaller. The motion PASSED 8-1 with Commissioner Butler opposed.

The Commission took a short break. Commissioner Thomas left the meeting.

## 5. Discussion Items

- Economic Development Strategic Plan (*Exhibit 4*)

Planning Director Richards gave an update on the Economic Development Strategic Plan. The Plan would go to the City Council on January 8 for adoption. There were three large goals in the Plan and five subset goals that were industry specific. If the Plan was approved, an Economic Development Leadership Committee would be formed and a representative from the Planning Commission would be a member of the Committee. She explained the potential tasks and projects from the Plan that would include the Planning Commission. She encouraged the Commission to review the Plan and upcoming tasks.

Commissioner Schanche asked about the task of building a county facility outside of downtown. Planning Director Richards explained there had been discussion regarding whether that would be the best use downtown in an environment where there were housing and office needs. County facilities were large destination users and if there was an opportunity to relocate them and instead put in a mixed use housing project it would be a better asset to downtown.

Commissioner Langenwaller discussed the need for attracting living wage jobs to the City. Planning Director Richards said the industry specific goals were focused on bringing in those types of jobs. There were many locally owned businesses that were good wage jobs as well.

## 6. Old/New Business

None

## 7. Commissioner/Committee Member Comments

None

## 8. Staff Comments

Planning Director Richards said there had been four open Commission positions and Commissioners Hall and Lizut had been reappointed. Commissioner Thomas was leaving the Commission to spend more time with her family and Commissioner Geary was leaving to serve on the City Council. She then discussed the two new Planning Commissioners that had been appointed.

There was discussion regarding the items that would be on the next agenda.

Planning Director Richards gave an update on the Three Mile Lane project.

## **9. Adjournment**

Chair Hall adjourned the meeting at 9:00 p.m.

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Heather Richards  
Secretary

DRAFT